

**SHARP**<sup>®</sup>

MODEL: MX-M182  
MX-M182D  
MX-M202D  
MX-M232D

DIGITAL MULTIFUNCTIONAL SYSTEM

# OPERATION GUIDE



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# INTRODUCTION

This manual describes the copier, printer, and scanner functions of the MX-M182/MX-M182D/MX-M202D/MX-M232D digital multifunctional system.

**Note**

- Where "MX-XXXX" appears in this manual, please substitute the name of your model for "XXXX". For the name of your model, see "DIFFERENCES BETWEEN MODELS" (p.5).
- The screen images and procedures that appear in this manual are mainly for Windows Vista. With other versions of Windows, some screen images may be different from those in this manual.
- For information on using your operating system, refer to your operating system's manual or online Help.

The display screens, messages, and key names shown in the manual may differ from those on the actual machine due to product improvements and modifications.

# USING THE MANUAL

This machine has been designed to provide convenient copying features in a minimum amount of office space and with maximum operational ease. To get full use of all machine features, be sure to familiarise yourself with this manual and the machine. For quick reference during machine use, SHARP recommends printing out this manual and keep it in a handy location.

## ABOUT THE MANUALS

The manuals for the machine are as follows:

### Start Guide

This manual explains:

- Specifications
- Cautions for using the machine in safety

### Operation Guide (on the accessory CD-ROM)

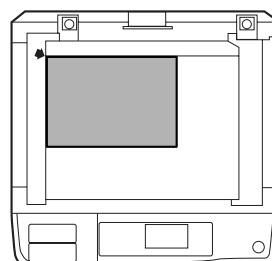
This manual explains:

- How to install the software that allows the machine to be used as a printer and scanner for your computer
- Part names of the machine
- Available paper type for this machine
- Basic copy procedure and advanced copy functions  
(For example: rotating the image 90 degrees, copying multiple originals onto a single sheet of paper)
- Basic print procedure and other frequently used print functions  
(For example: fitting the printed image to the paper, enlarging/reducing the print image)
- Scanning on the machine and from a computer
- Toner cartridge replacement and peripheral devices
- Troubleshooting for using the machine

## THE MEANING OF "R" IN ORIGINAL AND PAPER SIZE INDICATIONS

An "R" appearing at the end of an original or paper size (A4R (5-1/2" x 8-1/2"R), etc.) indicates that the original or paper is oriented horizontally as shown on the right.

Sizes that can be placed only in the horizontal (landscape) orientation (B4, A3 (8-1/2" x 14", 11" x 17")) do not contain the "R" in their size indication.



<Horizontal (Landscape) orientation>

# CONVENTIONS USED IN THIS MANUAL



Warns the user that injury may result if the contents of the warning are not properly followed.



Cautions the user that damage to the machine or one of its components may result if the contents of the caution are not properly followed.



Notes provide information relevant to the machine regarding specifications, functions, performance, operation and such, that may be useful to the user.

## SPF

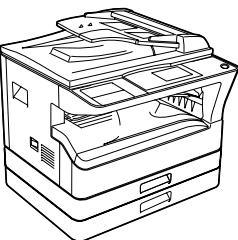
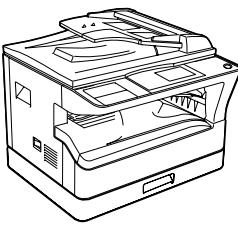
This manual refers to the Single Pass Feeder as the "SPF".

## RSPF

This manual refers to the Reversing Single Pass Feeder as the "RSPF".

# DIFFERENCES BETWEEN MODELS

This manual covers the following models.

Model	MX-M202D/MX-M232D (With optional SPF/RSPF installed)	MX-M182/MX-M182D (With optional SPF/RSPF installed)
Appearance	 The above illustration is used in instances where a function and/or the operation of the machine is the same on both models.	
Copy speed	20CPM/23CPM	18CPM
Paper trays	Two (250 x 2)	One (250 x 1)

## AB series (metric) and inch series references

Both specifications are quoted where applicable.

### For example:

Page 4.....B4 and A3 (8-1/2" x 14" and 11" x 17")

Start Guide .....50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200% (50%, 64%, 77%, 95%, 100%, 121%, 129%, 141%, 200%)

Although AB series size indications are shown on the operation panel of this manual, inch series indications are displayed on the inch series machines.

## BEFORE SOFTWARE SETUP

This chapter explains how to install and configure the software that is required for the printer and scanner functions of the machine.



This manual refers to the CD-ROM that accompanied the machine simply as "CD-ROM".

## SOFTWARE

The CD-ROM that accompanies the machine contains the following software:

### MFP driver

#### Printer driver

The printer driver enables you to use the printer function of the machine.

The printer driver includes the Print Status Window. This is a utility that monitors the machine and informs you of the printing status, the name of the document currently being printed, and error messages.

#### Scanner driver

The scanner driver allows you to use the scanning function of the machine with TWAIN-compliant and WIA-compliant applications.

### Button Manager

Button Manager allows you to use the scanner menus on the machine to scan a document.

### Sharpdesk

Sharpdesk is an integrated software environment that makes it easy to manage document and image files and launch applications.

### PC-Fax driver

This enables you to send a fax from your computer to a fax machine via the machine (when the fax option is installed).

## HARDWARE AND SOFTWARE REQUIREMENTS

Check the following hardware and software requirements before installing the software.

Computer type	IBM PC/AT or compatible computer equipped with a USB 2.0 <sup>*1</sup> /1.1 <sup>*2</sup>
Operating system <sup>*3</sup>	Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows Vista, Windows 7
Other hardware requirements	An environment on which any of the operating systems listed above can fully operate

<sup>\*1</sup>The machine's USB 2.0 port will transfer data at the speed specified by the USB 2.0 (Hi-Speed) only if the Microsoft USB 2.0 driver is preinstalled in the computer, or if the USB 2.0 driver for Windows 2000 Professional/XP/Vista/7 that Microsoft provides through its "Windows Update" is installed.

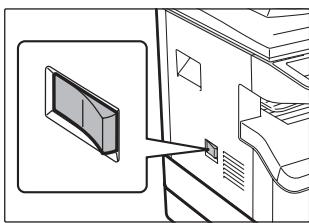
<sup>\*2</sup>Compatible with Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows Vista, or Windows 7 preinstalled models equipped with a USB interface as standard.

<sup>\*3</sup>• The machine does not support printing from a Macintosh environment.  
• Administrator's rights are required to install the software using the installer.

# POWER ON THE MACHINE

The power switch is located on the left side of the machine.

**Turn the power switch to the "ON" position.**



# INSTALLING THE SOFTWARE

- The screen images in this manual are mainly for Windows Vista. With other versions of Windows, some screen images may be different from those in this manual.
- If an error message appears, follow the instructions on the screen to solve the problem. After the problem is solved, the installation procedure will continue. Depending on the problem, you may have to click the "Cancel" button to exit the installer. In this case, reinstall the software from the beginning after solving the problem.

**1 The USB cable must not be connected to the machine. Make sure that the cable is not connected before proceeding.**

If the cable is connected, a Plug and Play window will appear. If this happens, click the "Cancel" button to close the window and disconnect the cable.

**Note** The cable will be connected in step 12.

**2 Insert the CD-ROM into your CD-ROM drive.**

**3 Click the "Start" button, click "Computer", and then double-click the CD-ROM icon (CD-ROM).**

- In Windows XP, click the "start" button, click "My Computer", and then double-click the CD-ROM icon.
- In Windows 2000, double-click "My Computer", and then double-click the CD-ROM icon.

**4 Double-click the "Setup" icon (Setup).**

- In Windows 7, if a message screen appears asking you for confirmation, click "Yes".
- In Windows Vista, if a message screen appears asking you for confirmation, click "Allow".

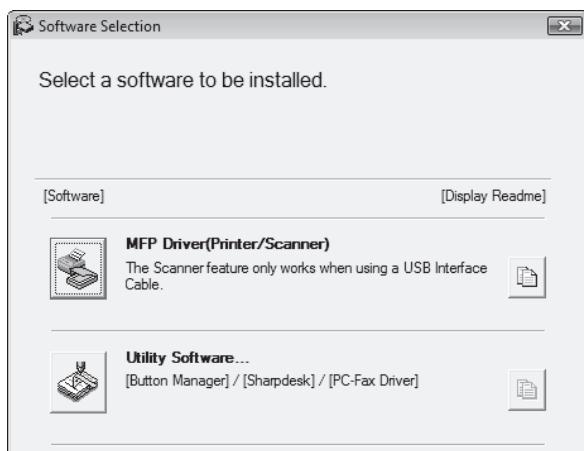
**5 The "SOFTWARE LICENSE" window will appear. Make sure that you understand the contents of the software license, and then click the "Yes" button.**

**Note** You can show the "SOFTWARE LICENSE" in a different language by selecting the desired language from the language menu. To install the software in the selected language, continue the installation with that language selected.

**6 Read the message in the "Welcome" window and then click the "Next" button.**

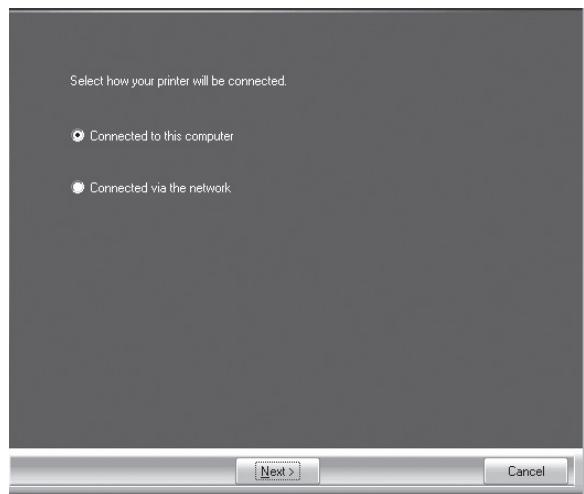
**7 To install the software using the most general options, click the "Standard" button of the "Connected to this computer" menu and go to step 11. To install particular packages, click the "Custom" button and go to the next step.**

## 8 Click the "MFP Driver" button.



Click the "Display Readme" button to show information on packages that are selected.

## 9 Select "Connected to this computer" and click the "Next" button.



Follow the on-screen instructions.

When "The installation of the SHARP software is complete." appears, click the "OK" button.

### Caution

- If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

## 10 You will return to the window of step 8. If you wish to install Utility Software, click the "Utility Software" button.

If you do not wish to install the Utility Software, go to step 11.



Follow the on-screen instructions.

### Note

After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

## 11 When installing is finished, click the "Close" button.

### Caution

- If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

A message will appear instructing you to connect the machine to your computer. Click the "OK" button.

### Note

After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

## 12 Make sure that the power of the machine is turned on, and then connect the USB cable (p.10).

Windows will detect the machine and a Plug and Play window will appear.

**13 Follow the instructions in the Plug and Play window to install the driver.**

Follow the on-screen instructions.

**Caution**

- If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

**This completes the installation of the software.**

- If you installed Button Manager, set up Button Manager as explained in "SETTING UP BUTTON MANAGER" ([p.13](#))

# CONNECTING TO A COMPUTER

Follow the procedure below to connect the machine to your computer.

A USB cable for connecting the machine to your computer is not included with the machine. Please purchase the appropriate cable for your computer.

## Interface cable

### USB cable

Shielded twisted pair cable, high-speed transmission equivalent (3 m (10 feet) max.)

If the machine will be connected using a USB 2.0 interface, please purchase a USB cable that supports USB 2.0.

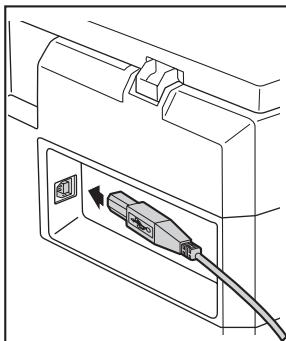


- USB is available with a PC/AT compatible computer that was originally equipped with USB and had Windows 2000 Professional, Windows XP Professional, Windows XP Home Edition, Windows Vista, or Windows 7 preinstalled.
- Do not connect the USB cable before installing the MFP driver. The USB cable should be connected during installation of the MFP driver.

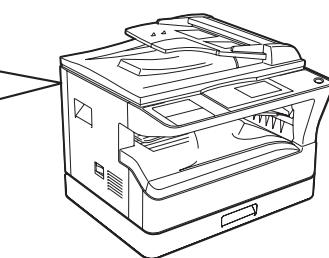
1

## CONNECTING A USB CABLE

**1** Insert the cable into the USB connector on the machine.



**2** Insert the other end of the cable into your computer's USB connector.



### System requirements for USB 2.0 (Hi-Speed mode)

- The machine's USB 2.0 connector will transfer data at the speed specified by the USB 2.0 (Hi-Speed) only if the Microsoft USB 2.0 driver is preinstalled in the computer, or if the USB 2.0 driver for Windows 2000 Professional /XP/Vista/7 that Microsoft provides through its "Windows Update" Web page is installed.
- Even when the Microsoft USB 2.0 driver is used, it may not be possible to obtain full USB 2.0 speed if a PC card supporting USB 2.0 is used. To obtain the latest driver (which may enable a higher speed), contact the manufacturer of your PC card.
- Connection is also possible using a USB 1.1 port on your computer. However, the specifications will be USB 1.1 specifications (Full-Speed).

# USING THE MACHINE AS A SHARED PRINTER

If the machine will be used as a shared printer on a Windows network, follow these steps to install the printer driver in the client computer.



To configure the appropriate settings in the print server, see the operation manual or help file of your operating system.

## 1 Perform steps 2 through 6 in "INSTALLING THE SOFTWARE" (p.7).

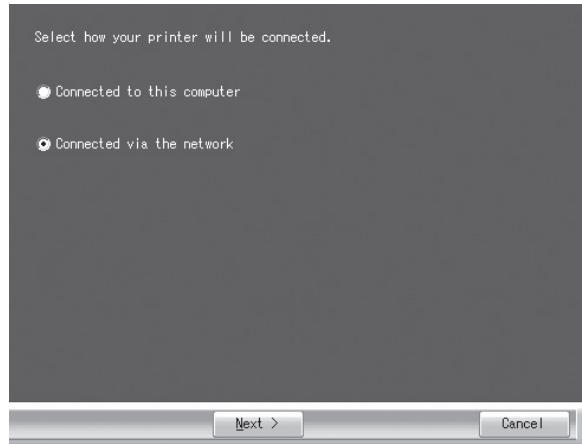
## 2 Click the "Custom" button.

## 3 Click the "MFP Driver" button.



Click the "Display Readme" button to show information on packages that are selected.

## 4 Select "Connected via the network" and click the "Next" button.



## 5 Select the printer name (configured as a shared printer on a print server) from the list.

In Windows 2000/XP, you can also click the "Add Network Port" button displayed below the list and select the printer to be shared by browsing the network in the window that appears.

## 6 Click the "Next" button.

Follow the on-screen instructions.



If the shared printer does not appear in the list, check the settings on the print server.



- If you are using Windows Vista/7 and a security warning window appears, be sure to click "Install this driver software anyway".
- If you are running Windows 2000/XP and a warning message appears regarding the Windows logo test or digital signature, be sure to click "Continue Anyway" or "Yes".

## 7 You will return to the window of step 3. Click the "Close" button.



After the installation, a message prompting you to restart your computer may appear. In this case, click the "Yes" button to restart your computer.

This completes the installation of the software.

# CONFIGURING THE PRINTER DRIVER

After installing the printer driver, you must configure the printer driver settings appropriately for the number of paper trays on the machine and the size of paper loaded in each.

## 1 Click the "Start" button, click "Control Panel", and then click "Printer".

- In Windows 7, click the "Start" button and then click "Devices and Printers".
- In Windows XP, click the "start" button and click "Printers and Faxes".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Printers".



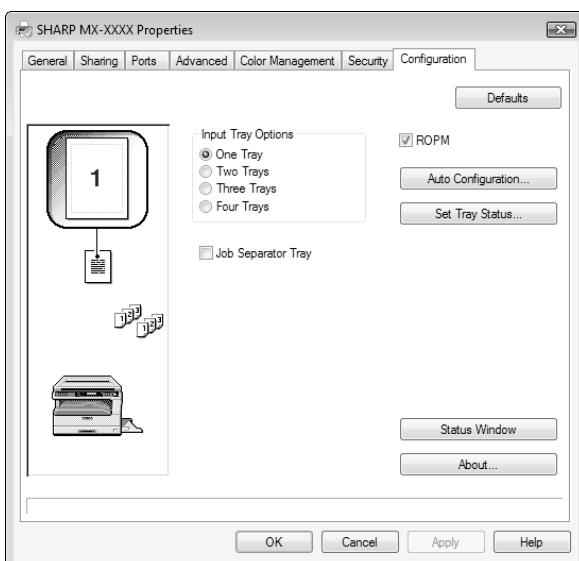
In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".

## 2 Click the "SHARP MX-XXXX" printer driver icon and select "Properties" from the "Organize" menu.

- In Windows 7, right-click the "SHARP MX-XXXX" printer driver icon, and then click "Printer properties".
- In Windows XP/2000, select "Properties" from the "File" menu.

## 3 Click the "Configuration" tab and set the printer configuration based on the options that have been installed.

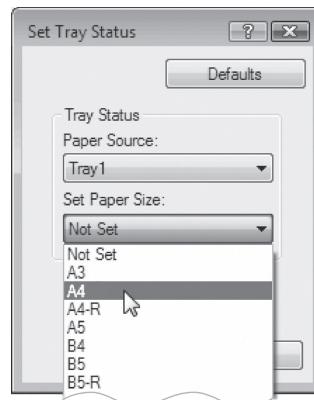
Set the printer configuration properly. If not, printing may not take place correctly.



To automatically configure the settings based on the detected machine status, click the "Auto Configuration" button.

## 4 Click the "Set Tray Status" button and select the size of paper that is loaded in each tray.

Select a tray in the "Paper Source" menu, and select the size of paper loaded in that tray from the "Set Paper Size" menu. Repeat for each tray.



## 5 Click the "OK" button in the "Set Tray Status" window.

## 6 Click the "OK" button in the printer properties window.

# SETTING UP BUTTON MANAGER

Button Manager is a software program that works with the scanner driver to enable scanning from the machine. To scan using the machine, Button Manager must be linked with the scan menu on the machine. Follow the steps below to link Button Manager.

## Windows XP/Vista/7

**1 Click the "Start" button, click "Control Panel", click "Hardware and Sound", and then click "Scanners and Cameras".**

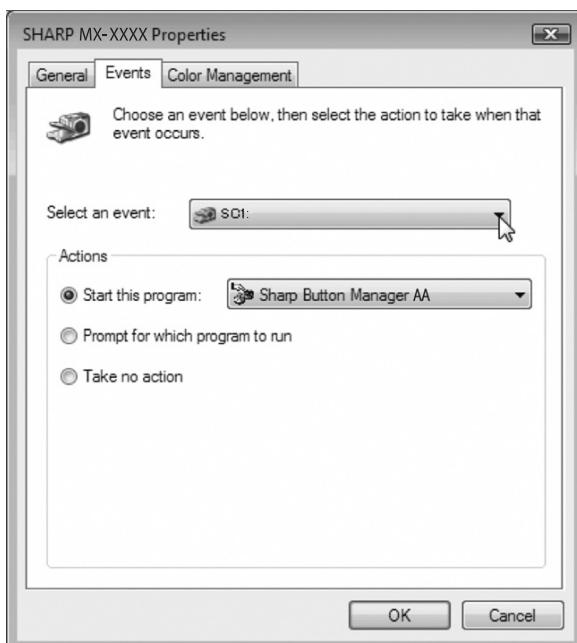
- In Windows 7, click the "Start" button and then click "Devices and Printers".
- In Windows XP, click the "start" button, select "Control Panel" and click "Printers and Other Hardware", and then click "Scanners and Cameras".

**2 Click the "SHARP MX-XXXX" icon and select "Properties".**

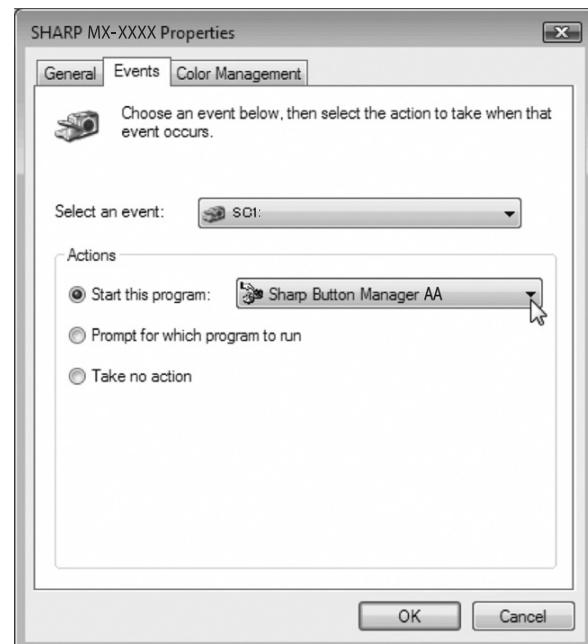
- In Windows 7, right-click the "SHARP MX-XXXX" icon and select "Scan properties".
- In Windows XP, select "Properties" from the "File" menu.

**3 In the "Properties" screen, click the "Events" tab.**

**4 Select "SC1:" from the "Select an event" pull-down menu.**



**5 Select "Start this program" and then select "Sharp Button Manager AA" from the pull-down menu.**



**6 Repeat Steps 4 and 5 to link Button Manager to "SC2:" through "SC6:".**

Select "SC2:" from the "Select an event" pull-down menu. Select "Start this program", select "Sharp Button Manager AA" from the pull-down menu. Do the same for each scan menu through "SC6:".

**7 Click the "OK" button.**

Button Manager is now linked to the scan menu (1 through 6).

The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager.

For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "BUTTON MANAGER SETTINGS" (p.74).

## Windows 2000

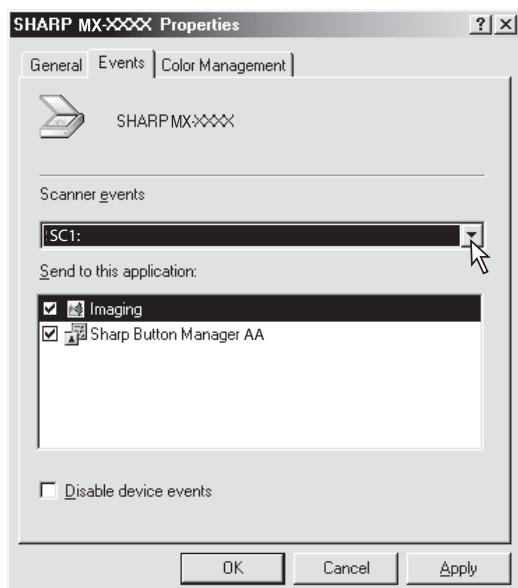
**1** Click the "Start" button, select "Settings", and then click "Control Panel".

**2** Double-click the "Scanners and Cameras" icon.

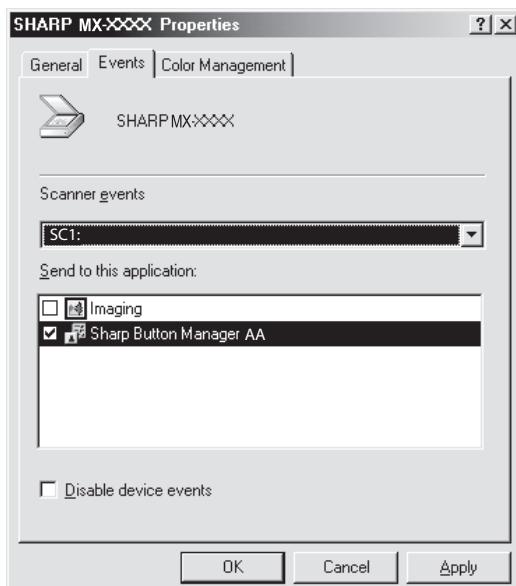
**3** Select "SHARP MX-XXXX" and click the "Properties" button.

**4** In the "Properties" screen, click the "Events" tab.

**5** Select "SC1:" from the "Scanner events" pull-down menu.



**6** Select "Sharp Button Manager AA" in "Send to this application".



**Note** If other applications are shown, deselect the checkboxes for the other applications and leave only the Button Manager checkbox selected.

**7** Click the "Apply" button.

**8** Repeat Steps 5 through 7 to link Button Manager to "SC2:" through "SC6:".

Select "SC2:" from the "Scanner events" pull-down menu. Select "Sharp Button Manager AA" in "Send to this application" and click the "Apply" button. Do the same for each scan menu through "SC6:".

When the settings have been completed, click the "OK" button to close the screen.

Button Manager is now linked to the scan menu (1 through 6).

The scan settings for each of scan menu 1 through 6 can be changed with the setting window of Button Manager.

For the factory default settings of the scan menu and the procedures for configuring Button Manager settings, see "BUTTON MANAGER SETTINGS" (p.74).

# TROUBLESHOOTING

If the software is not installed correctly, check the following items on your computer.

## The driver cannot be installed (Windows 2000/XP)

If the driver cannot be installed in Windows 2000/XP, follow these steps to check your computer's settings.

### 1 Click the "start" button and then click "Control Panel".

In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

### 2 Click "Performance and Maintenance", and then click "System".

In Windows 2000, double-click the "System" icon.

### 3 Click the "Hardware" tab and then click the "Driver Signing" button.

### 4 Check "What action do you want Windows to take?" ("File signature verification" in Windows 2000).



If the option "Block" has been selected, it will not be possible to install the driver. Select the option "Warn" and then install the driver as explained in "INSTALLING THE SOFTWARE" (p.7).

## Plug and Play window does not appear

If the Plug and Play window does not appear after you connect the machine to your computer with a USB cable and turn on the machine, follow the steps below to verify that the USB port is available.

### 1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance".

- In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

### 2 Click "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

"Universal Serial Bus controllers" will appear in the list of devices.

- In Windows XP, click "System", click the "Hardware" tab, and click the "Device Manager" button.
- In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.

### 3 Click the icon beside "Universal Serial Bus controllers".



Two items should appear: your controller chipset type and Root Hub. If these items appear, you can use the USB port. If the "Universal Serial Bus controllers" shows a yellow exclamation point or does not appear, you must check your computer manual for USB troubleshooting or contact your computer manufacturer.

### 4 Once you have verified that the USB port is enabled, install the software as explained in "INSTALLING THE SOFTWARE" (p.7).

## The driver cannot be correctly installed by Plug and Play

If the driver cannot be correctly installed by Plug and Play (for example, Plug and Play takes place without copying the required files for the driver installation), follow these steps to remove unneeded devices and then install the driver as explained in "INSTALLING THE SOFTWARE" (p.7).

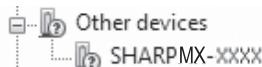
### 1 Click the "Start" button, select "Control Panel", and then click "System and Maintenance".

- In Windows XP, click the "start" button, click "Control Panel", and then click "Performance and Maintenance".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

### 2 Click "Device Manager", and if a message screen appears asking you for confirmation, click "Continue".

- In Windows XP, click "System", click the "Hardware" tab, and click the "Device Manager" button.
- In Windows 2000, double-click the "System" icon, click the "Hardware" tab, and click the "Device Manager" button.

### 3 Click the icon beside "Other devices".



If "SHARP MX-XXXX" appears, select and delete the item.



If "Other devices" does not appear, close the "Device Manager" window.

### 4 Install the software as explained in "INSTALLING THE SOFTWARE" (p.7).

## Removing the software

If you need to remove the software, follow these steps.

### 1 Click the "Start" button, and then click "Control Panel".

- In Windows XP, click the "start" button and then click "Control Panel".
- In Windows 2000, click the "Start" button, select "Settings", and then click "Control Panel".

### 2 Click "Uninstall a program".

- In Windows XP, click "Add or Remove Programs".
- In Windows 2000, double-click the "Add/Remove Programs" icon.

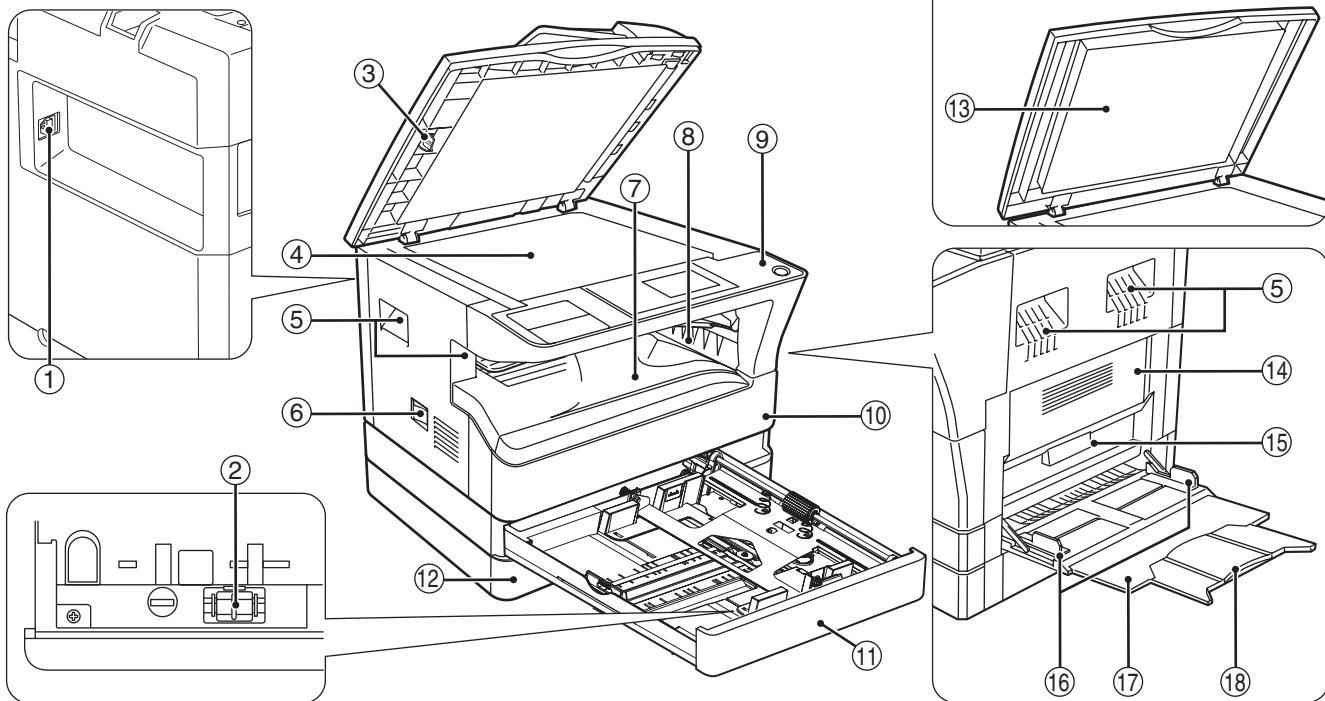
### 3 Select the driver from the list, and remove the software.

For more information, refer to your operating manual or to the help files for your operating system.

### 4 Restart your computer.

This chapter contains basic information that should be read before using the machine.

## PART NAMES AND FUNCTIONS



**① USB 2.0 port**

Connect to your computer to this port to use the printer and scanner functions.

**② Charger cleaner**

Use to clean the transfer charger.

**③ Glass cleaner**

Use to clean the original scanning glass.

**④ Document glass**

Place an original that you wish to scan face down here. (p.29)

**⑤ Handles**

Use to move the machine.

**⑥ Power switch**

Press to turn the machine power on and off.

**⑦ Centre tray**

Copies and printed pages are output to this tray.

**⑧ Top tray (when the job separator tray kit is installed)**

Received faxes (when the fax option is installed) and print jobs are delivered to this tray.

**⑨ Operation panel**

Contains operation keys and indicator lights.

**⑩ Front cover**

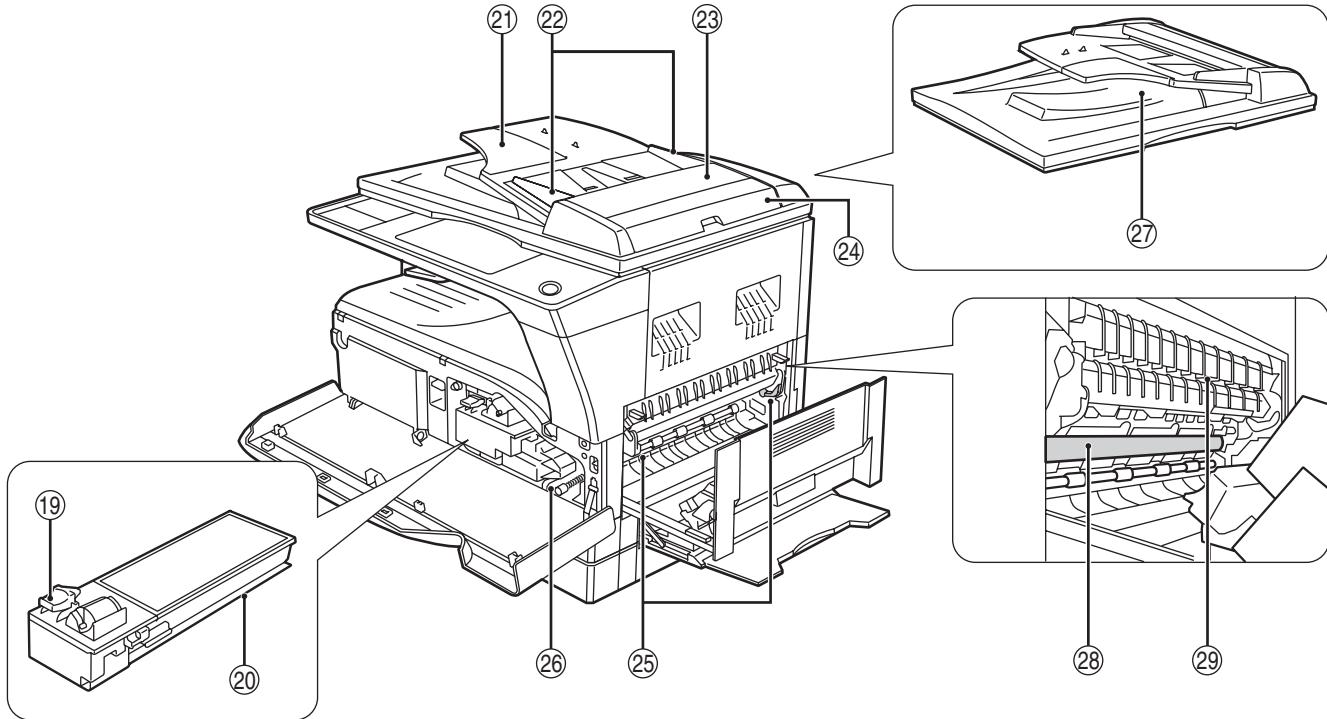
Open to remove paper misfeeds or replace the toner cartridge.

**⑪ Tray 1**

Tray 1 can hold approximately 250 sheets of copy paper (80 g/m<sup>2</sup> (20 lbs.)).

**⑫ Tray 2**

Tray 2 can hold approximately 250 sheets of copy paper (80 g/m<sup>2</sup> (20 lbs.)).



2

**(13) Document cover (when installed)**

Open to make a copy from the document glass.

**(14) Side cover**

Open to remove misfed paper.

**(15) Side cover handle**

Pull to open the side cover.

**(16) Bypass tray guides**

Adjust to the width of the paper when using the bypass tray.

**(17) Bypass tray**

Special paper (heavy paper or transparency film) can be fed from the bypass tray.

**(18) Bypass tray extension**

Pull out when feeding large paper such as A3 and B4 (11" x 17" and 8-1/2" x 14").

**(19) Toner cartridge lock release lever**

To replace the toner cartridge, pull out the toner cartridge while pushing on this lever.

**(20) Toner cartridge**

Contains toner.

**(21) Document feeder tray (when the SPF/RSPF is installed)**

Place the original(s) that you wish to scan face up here. Up to 40 sheets can be placed.

**(22) Original guides (when the SPF/RSPF is installed)**

Adjust to the size of the originals.

**(23) Feeding roller cover (when the SPF/RSPF is installed)**

Open to remove misfed originals.

**(24) Right side cover (when the SPF/RSPF is installed)**

Open to remove misfed originals.

**(25) Fusing unit release levers**

To remove the paper misfed in the fusing unit, push down on these levers and remove the paper.



**The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.**

**(26) Roller rotating knob**

Rotate to remove misfed paper.

**(27) Exit area (when the SPF/RSPF is installed)**

Originals exit the machine here after copying/scanning when the SPF/RSPF is used.

**(28) Photoconductive drum**

Images are formed on the photoconductive drum.



**Do not touch the photoconductive drum (green portion) when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.**

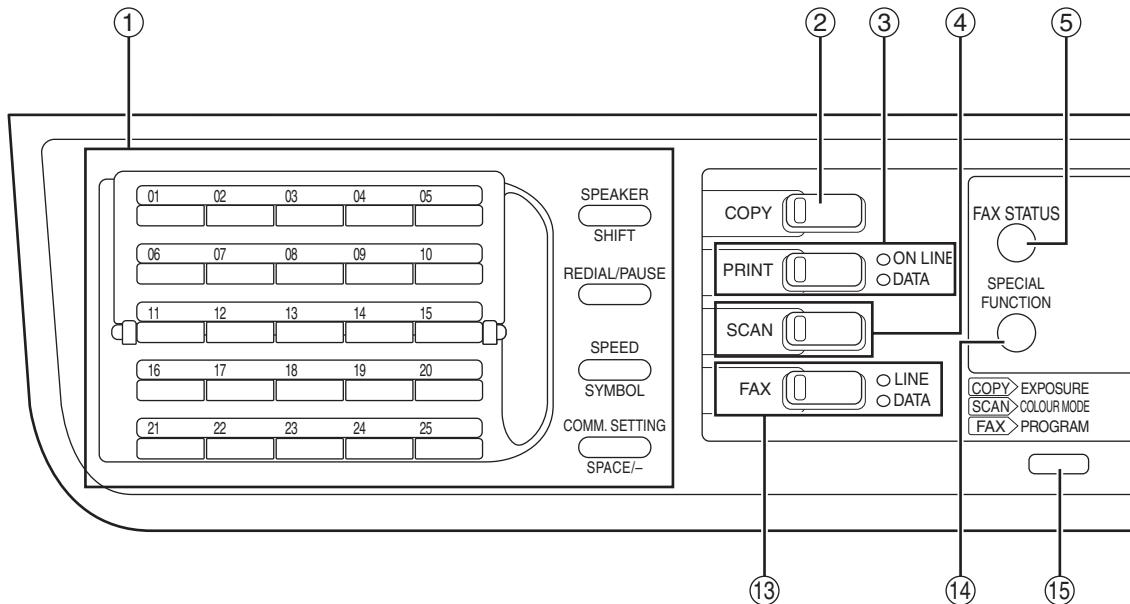
**(29) Fusing unit paper guide**

Open to remove misfed paper.



The model name is on the front cover of the machine.

# OPERATION PANEL



**① Keys for fax function (when the fax option is installed)**

These are used in fax mode. For more information, see the "Operation Guide (FACSIMILE EXPANSION KIT)" that accompanies the machine.

**② [COPY] key / indicator**

Press to select copy mode. If pressed when "Ready to copy." appears or during warm-up, the total number of sheets used ([p.100](#)) appears while the key is pressed.

**③ [PRINT] key / indicator**

Press to select print mode.

• **ONLINE indicator**

Print jobs can be received when this indicator is lit.

• **DATA indicator**

This lights steadily when there is a print job in memory that has not been printed, and blinks during printing.

**④ [SCAN] key / indicator**

Press to select scan mode. To use the machine as a network scanner, see the "Operation Guide (NETWORK EXPANSION KIT)" that accompanies the machine.

**⑤ [FAX STATUS] key (when the fax option is installed)**

This key is used in fax mode. For more information, see the "Operation Guide (FACSIMILE EXPANSION KIT)" that accompanies the machine.

**⑥ Display**

Shows various messages. ([p.21](#))

**⑦ [BACK] key**

Press to return the display to the previous screen.

**⑧ Copy number display**

The selected number of copies appears. During copying, this shows the remaining number of copies.

**⑨ [OK] key**

Press to enter the selected setting.

**⑩ Numeric keys**

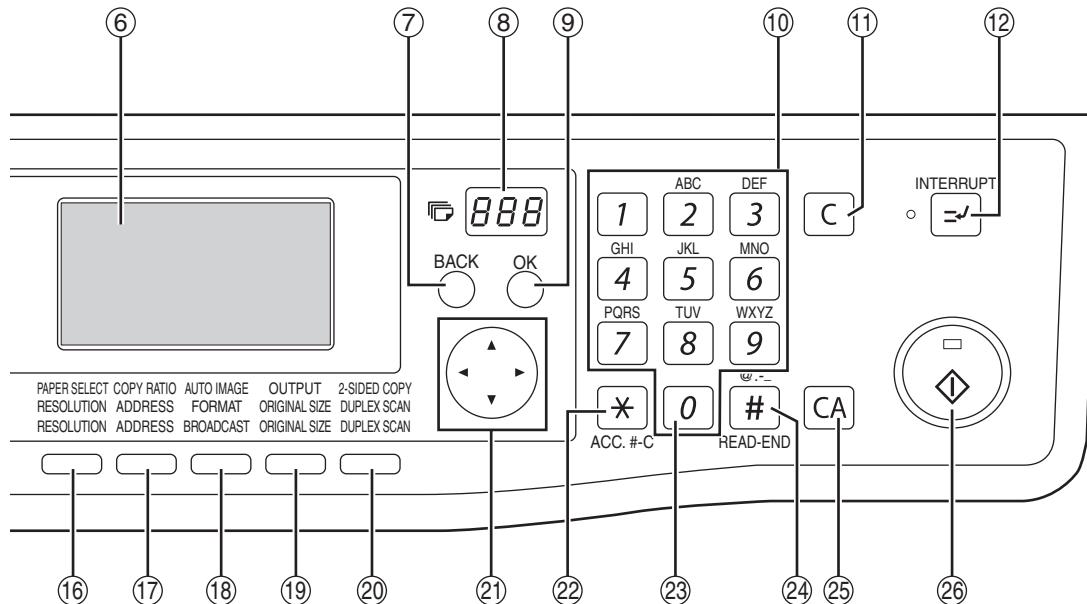
Use to select the number of copies.

**⑪ [C] key**

Press to clear the set number of copies or stop a copy run.

**⑫ [INTERRUPT] key (✉) / INTERRUPT indicator**

Interrupts a copy run to allow an interrupt copy job to be performed. ([p.48](#))



**⑬ [FAX] key / indicator (when the fax option is installed)  
LINE indicator, DATA indicator**  
This key is used in fax mode. For more information, see the "Operation Guide (FACSIMILE EXPANSION KIT)" that accompanies the machine.

**⑭ [SPECIAL FUNCTION] key**  
Press to select special functions.

**⑮ [EXPOSURE] key**  
Use to select the exposure mode. "AUTO", "TEXT", or "PHOTO" can be selected. (p.33)

**⑯ [PAPER SELECT] key**  
Use to manually select a paper tray. (p.34)

**⑰ [COPY RATIO] key**  
Press to select a reduction or enlargement copy ratio. (p.38)

**⑱ [AUTO IMAGE] key**  
Press to have the copy ratio selected automatically. (p.37)

**⑲ [OUTPUT] key**  
Use to select the sort function. (p.49)

**⑳ [2-SIDED COPY] key  
(MX-M182D/MX-M202D/MX-M232D)**  
Select the two-sided copying mode. (p.41)

**㉑ Arrow keys**  
Press to move the highlighting (which indicates that an item is selected) in the display.

**㉒ [ACC.#-C] key (\*)**  
Press the end the use of an account and return the display to the account number entry screen. (p.28)

**㉓ [0] key**  
Press during a continuous copy run to display the number of copies completed.

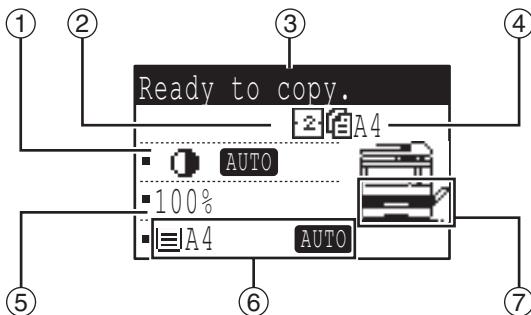
**㉔ [READ-END] key (#)**  
When copying in sort mode from the document glass, press this key when you have finished scanning the original pages and are ready to start copying. (p.49)

**㉕ [CA] key**  
Clears all selected settings and returns the machine to the default settings. (p.22)

**㉖ [START] key (○) / indicator**  
Copying is possible when this indicator is on. Press the key to start copying. This indicator blinks when auto power shut-off mode has activated. Press the key to return to normal operation.

## Display (base screen)

### Example: Copy mode



### Icons appearing in the special function icon display

<b>1</b>	1-sided to 2-sided copy (MX-M182D/MX-M202D/MX-M232D only)		Edge + Centre erase
<b>2</b>	2-sided to 2-sided copy (MX-M182D/MX-M202D/MX-M232D only)		2 in 1 copy
<b>3</b>	2-sided to 1-sided copy		4 in 1 copy
<b>4</b>	Sort function		Dual page copy
<b>5</b>	Margin shift copy		Card shot
<b>6</b>	Edge erase copy		ID card copy
<b>7</b>	Centre erase copy		

#### ① Exposure display

Indicates the selected exposure mode.

#### ② Special function icon display

Icons of enabled special functions will appear.

#### ③ Message display

Messages are displayed regarding machine status and operation.

#### ④ Original size display

The size of the placed original and the icon of the original scanning mode will appear.

: One-sided scanning in the SPF.

: Scanning on the document glass

: Two-sided scanning in the RSPF.

#### ⑤ Copy ratio display

Displays the copy ratio for reduction or enlargement.

#### ⑥ Paper size display

Displays the selected paper size. When "AUTO" appears, the most suitable size of paper is automatically selected.

#### ⑦ Paper tray display

The selected paper tray is highlighted.

## OPERATION IN COPY, PRINT, SCAN, AND FAX MODES

Some operations in the various modes of the machine cannot take place simultaneously.

Interrupting operation		Copy output	Printing	Scanning	Faxing Scanning originals	Printing faxes
Interrupted operation						
Copying	Output	Yes* <sup>1</sup>	No	No	No	No
Printing	Output	Yes* <sup>2</sup>		No	No	No
Scanning	Scanning an original	No	No		No	No
Faxing	Scanning an original	No	No	No		No
	Output	Yes* <sup>2</sup>	No	Yes* <sup>2</sup>	Yes* <sup>2</sup>	

\*1 Can be used after pressing the [INTERRUPT] key ().

\*2 After the page that is currently being printed is output, the job is interrupted.



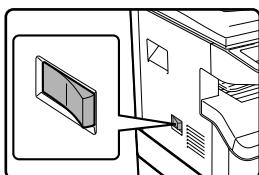
- Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time.
- If an original misfeed occurs in the SPF/RSPF, printing will not be possible until the misfed original is removed and the SPF/RSPF is ready for use.

# POWER ON AND OFF

The power switch is located on the left side of the machine.

## POWER ON

**Turn the power switch to the "ON" position.**



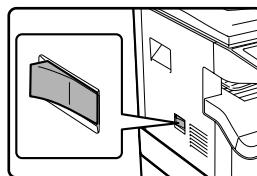
It will take about 25 seconds for the machine to warm up. While the machine is warming up, the START indicator will blink. (The START indicator will light up when the machine is ready

to copy.)

However, you can make desired settings and press the [START] key (⌚) during warm-up. Copying will start after warm-up.

## POWER OFF

**Make sure that the machine is not in operation and then turn the power switch to the "OFF" position.**



If the power switch is turned off while the machine is in operation, a misfeed may occur and the job that was in progress will be cancelled.

2

- The machine reverts to the initial settings when it is first turned on, when the [CA] key is pressed, or when no keys are pressed for the preset "Auto clear" time following the end of a copy job. When the machine reverts to the initial settings, all settings and functions selected to that point are cancelled. The "Auto clear" time can be changed in the system settings. (p.118)
- The machine is initially set to automatically enter power save mode if not used for copying or printing, for a preset period of time. This setting can be changed in the system settings. (p.120)

## Power save modes

The machine has two power save modes to reduce overall power consumption thereby reducing the cost of operation. In addition, these modes conserve natural resources and help reduce environmental pollution. The two power save modes are "Preheat mode" and "Auto power shut-off mode".

### Preheat mode

This function automatically switches the machine to a low power consumption state if the duration of time set in the system settings elapses without the machine being used when the power is on. In preheat mode the display turns off. Normal operation automatically resumes when a key on the operation panel is pressed, an original is placed, or a print job or fax is received.

### Auto power shut-off mode

This function automatically switches the machine to a state that consumes even less power than preheat mode if the duration of time set in the system settings elapses without the machine being used when the power is on. During auto power shut-off, only the START indicator blinks. To restore the machine to normal operation, press the [START] key. Normal operation also resumes automatically when a print job or fax is received or scanning is begun from a computer. While auto power shut-off is in effect, pressing a key other than the [START] key will have no effect.



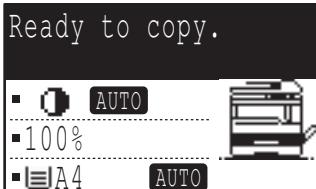
The preheat activation time and the "Auto power shut-off timer" can be changed using system settings. It is suggested that you set times that are appropriate for your usage of the machine. (p.120)

## Default settings

The machine is set at the factory to return all settings to the default settings one minute after a copy job is finished (auto clear function) or when the [CA] key is pressed. When the settings return to the default settings, any functions that were selected are cancelled.

The auto clear time can be changed in the system settings. (p.118)

In the default state the display shown below appears. The default state of the display may vary depending on settings in the system settings.



\*The screen is that of the MX-M232D.

# LOADING PAPER

The message "TRAY<\*>:Add paper." will be displayed when there is no copy paper in the selected paper tray.  
(<\*> is the tray number.) Load paper in the indicated paper tray.

## PAPER

For best results, use only SHARP recommended paper.

Paper tray type	Paper type	Size	Weight	Capacity
Paper tray 250-sheet paper feed unit 2 x 250-sheet paper feed unit	Standard paper Recycled paper	A5 <sup>*1</sup> B5 A4 B4 A3 (5-1/2" x 8-1/2" <sup>*1</sup> (Invoice)) (8-1/2" x 11" (Letter)) (8-1/2" x 13" (Foolscap)) (8-1/2" x 14" (Legal)) (11" x 17" (Ledger))	56 g/m <sup>2</sup> to 90 g/m <sup>2</sup> <sup>*2</sup> (15 lbs. to 24 lbs. <sup>*2</sup> )	250 sheets (Load paper lower than the line on the tray)
Bypass tray	Standard paper Recycled paper	A6R to A3 (5-1/2" x 8-1/2" (Invoice)) to 11" x 17" (Ledger))	56 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (15 lbs. to 24 lbs.)	100 sheets <sup>*3</sup>
	Transparency film Labels			Load one sheet of paper each time on the bypass tray.
	Thick paper	A6R to A4 (5-1/2" x 8-1/2" (Invoice)) to 8-1/2" x 11" (Letter))	129 g/m <sup>2</sup> to 200 g/m <sup>2</sup> (33 lbs. to 110 lbs. <sup>*4</sup> )	Load one sheet of paper each time on the bypass tray.
			106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (28 lbs. to 33 lbs.)	You can load multiple sheets of paper on the bypass tray.
		A6R to A3 (5-1/2" x 8-1/2" (Invoice)) to 11" x 17" (Ledger))	91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (24 lbs. to 28 lbs.)	You can load multiple sheets of paper on the bypass tray.
	Envelopes	International DL (110 mm x 220 mm) International C5 (162 mm x 229 mm) Monarch (3-7/8" x 7-1/2") Commercial 10 (4-1/8" x 9-1/2")		5 sheets

<sup>\*1</sup> A5 (5-1/2" x 8-1/2") can be used in the upper paper tray but cannot be used in other trays (including trays in optional paper feeding unit).

<sup>\*2</sup> When making a large number of copies or prints using 90 g/m<sup>2</sup> (24 lbs.) paper, remove the output from the paper output tray when about 100 pages have been printed. The output may not stack correctly if more than 100 pages are allowed to accumulate.

<sup>\*3</sup> The number of sheets of the paper which can be set changes with the weight of a paper.

<sup>\*4</sup> Index

## Paper that can be used for automatic 2-sided printing (MX-M182D/MX-M202D/MX-M232D)

Paper used for automatic two-sided printing must meet the following conditions:

Paper type: Plain paper (special paper cannot be used.)

Paper size: Standard sizes (A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R)

Paper weight: 56 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (15 lbs. to 24 lbs.)

## Special papers

Follow these guidelines when using special papers.

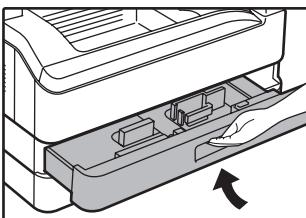
- Use SHARP recommended transparency film and label sheets. Using other than SHARP recommended paper may result in misfeeds or smudges on the output. If other than SHARP recommended media must be used, feed each sheet one at a time using the bypass tray (do not attempt continuous copying or printing).
- There are many varieties of special paper available on the market, and some cannot be used with this machine. Before using special paper, contact your authorised service representative.
- Before using other than SHARP recommended paper, make a test copy to see if the paper is suitable.

# LOADING PAPER

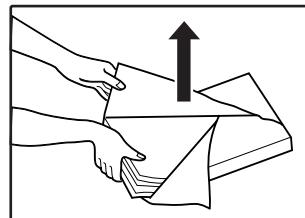
Make sure that the machine is not copying or printing, and then follow these steps to load paper.

## Loading the paper tray

### 1 Gently lift and pull out the paper tray until it stops.

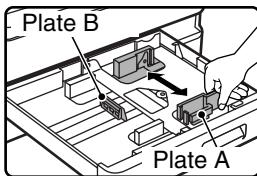


### 4 Load paper into the tray.

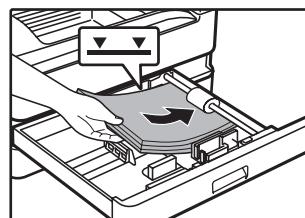
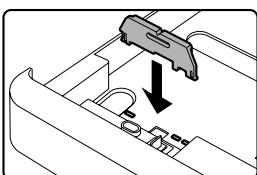


- Open the package of the paper and load it without fanning the paper.
- Make sure the stack of paper is straight before loading it.

### 2 Adjust the plates in the tray to the length and width of the paper.

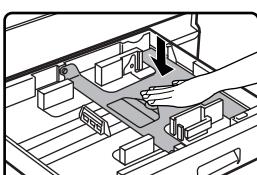


- The plate A is a slide-type guide. Grasp the locking knob on the guide and slide the guide to the indicator line of the paper to be loaded.
- The plate B is an insert-type guide. Remove it and then insert it at the indicator line of the paper to be loaded.
- When using 11" x 17" sized paper store the plate B in the slot at the left front of the paper tray.



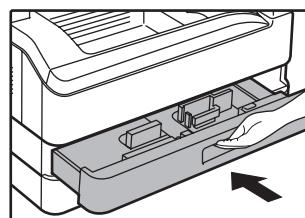
- Do not load paper higher than the line on the tray (up to 250 sheets).
- Do not add paper to the loaded paper. It may cause multiple feed of paper.
- A5 (5-1/2" x 8-1/2") can be used in the upper paper tray but cannot be used in other trays (including trays in optional paper feeding unit).

### 3 Push the pressure plate down.



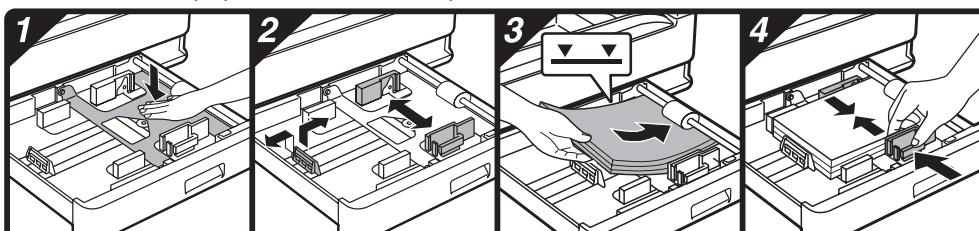
Push the centre of the pressure plate down until it locks into place.

### 5 Gently push the paper tray into the machine.



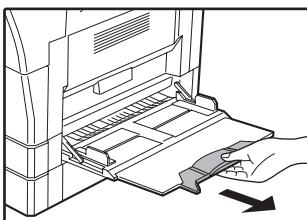
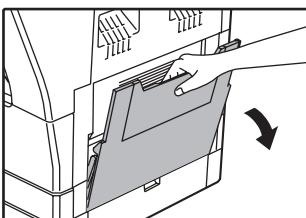
- If you loaded a different size of paper than was loaded previously in the tray, go to "CHANGING THE PAPER SIZE SETTING OF A TRAY" (p.26).
- When misfeed occurs, rotate the paper 180 degrees and reload it.
- Straighten curled paper before using it.

For how to load paper, refer to the steps below.



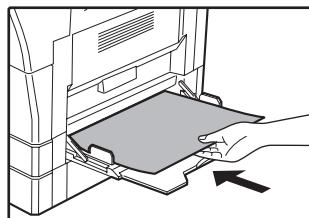
## Loading the bypass tray

### 1 Unfold the bypass tray.



When feeding large paper such as B4 and A3 (8-1/2" x 14" and 11" x 17"), pull out the bypass tray extension.

### 3 Insert the paper (print face down) all the way into the bypass tray.

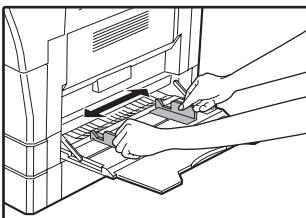


To prevent a misfeed, verify once more that the paper guides are adjusted to the width of the paper.



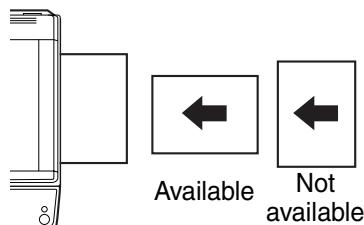
- If you loaded paper in the bypass tray, press the [PAPER SELECT] key to select the bypass tray.
- If you load thick paper in the bypass tray, press the [PAPER] key until "EXTRA" is highlighted. The paper type is set to thick paper. The setting is cleared when "Auto clear" works or the [CA] key is pressed. For restrictions on paper types and weights, see "PAPER" (p.23).

### 2 Set the paper guides to the copy paper width.



## Important points when inserting paper in the bypass tray

- Up to 100 sheets of standard copy paper can be set in the bypass tray.
- Be sure to place A6, B6 or 5-1/2" x 8-1/2" size paper or envelopes horizontally as shown in the following diagram.  
(When using the printer: Same as the direction for the A4 size paper, etc)



- When loading envelopes, make sure that they are straight and flat and do not have loosely glued construction flaps (not the closure flap).
- Special papers except SHARP recommended transparency film, labels, and envelopes must be fed one sheet at a time through the bypass tray.
- When adding paper, first remove any paper remaining in the tray, combine it with the paper to be added and then reload as a single stack. The paper to be added must be the same size and type as the paper already in the tray.
- Do not use paper that is smaller than the original. This may cause smudges or unclean images.
- Do not use paper that has already been printed on by a laser printer or plain paper fax machine. This may cause smudges or unclean images.

## Envelopes

Do not use the following envelopes, as misfeeds will occur.

- Envelopes with metal tabs, clasps, strings, holes, or windows.
- Envelopes with rough fibres, carbon paper, or glossy surfaces.
- Envelopes with two or more flaps.
- Envelopes with tape, film, or paper attached to the flap.
- Envelopes with a fold in the flap.
- Envelopes with glue on the flap to be moistened for sealing.
- Envelopes with labels or stamps.
- Envelopes that are slightly inflated with air.
- Envelopes with glue protruding from the seal area.
- Envelopes with part of the seal area peeled off.

## CHANGING THE PAPER SIZE SETTING OF A TRAY

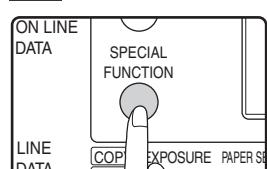
If the size of the loaded paper is different from the size shown in the display, follow the steps below to change the paper size setting of the tray. The paper size setting cannot be changed during copying, printing, fax printing (when the fax option is installed), or interrupt copying, or when a misfeed has occurred. However, if the machine is out of paper or out of toner, the paper size setting can be changed during copying, printing, and fax printing.

See "PAPER" (p.23) for information on the specifications for the types and sizes of paper that can be loaded in the paper trays.

The paper size cannot be set for the bypass tray.

2

### 1 Press the [SPECIAL FUNCTION] key.

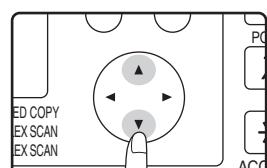


The special function screen will appear.

SPECIAL FUNCTION	
▲	ID CARD COPY
▼	SPECIAL MODES
◀	ORIG. SIZE ENTER
▶	PAPER SIZE SET

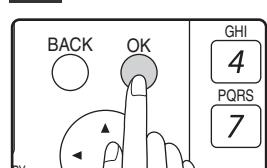
The screen shown above is the copy mode screen.

### 2 Press the [▼] or [▲] key to select "PAPER SIZE SET".



SPECIAL FUNCTION	
▲	ID CARD COPY
▼	SPECIAL MODES
◀	ORIG. SIZE ENTER
▶	PAPER SIZE SET

### 3 Press the [OK] key.



The paper size setting screen will appear.

PAPER SIZE SET	
▲	1 A4
▼	2 A3
▶	A3
◀	B4
▼	A4
▶	A4R



[1] : Shows tray "1".  
[2] : Shows tray "2".

For the paper trays and tray numbers, see "PAPER" (p.23).

### 4 Press the [▼] or [▲] key to select the paper tray for which the paper size is being changed.

Example: Tray 2



PAPER SIZE SET	
▲	1 A4
▼	2 A3
▶	A3
◀	B4
▼	A4
▶	A4R

### 5 Press the [▶] key.



PAPER SIZE SET	
▲	1 A4
▼	2 A3
▶	A3
◀	B4
▼	A4
▶	A4R

The cursor moves to the paper size selection position on the right.

### 6 Press the [▼] or [▲] key to select the paper size.

Example: Selecting B4 size



PAPER SIZE SET	
▲	1 A4
▼	2 A3
▶	A3
◀	B4
▼	A4
▶	A4R

To change the size of another paper tray, press the [◀] key and then repeat steps 4 to 6.

**7 Press the [OK] key.**

A message asking you to confirm the new paper size setting will appear.

**8 Press the [OK] key.**

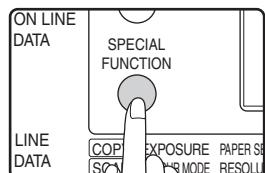
The selected paper size will be stored and the display will return to the base screen.



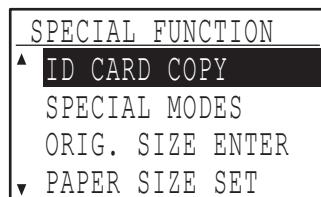
Affix the paper size label for the paper size selected in step 6 to the label position on the right end of the tray.

## DISABLING (ENABLING) AUTO TRAY SWITCHING

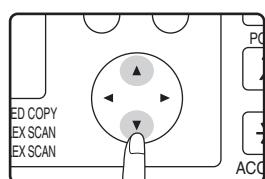
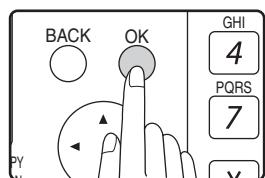
When auto tray switching is enabled and paper runs out during copying or printing, the job will continue using paper from a different tray if that tray has the same size of paper in the same orientation. (This function does not operate when using the bypass tray or when a fax is being printed.) This function has been enabled at the factory. If you prefer to disable the function, follow the steps below.

**1 Press the [SPECIAL FUNCTION] key.**

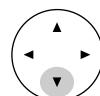
The special function screen will appear.



The above screen appears in copy mode.

**2 Select "PAPER SIZE SET" with the [▼] or [▲] key.****3 Press the [OK] key.**

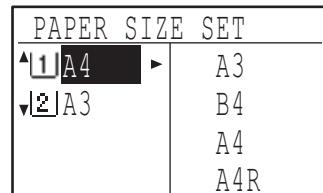
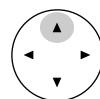
The paper size setting screen will appear.

**4 Press the [▼] key repeatedly until "AUTO TRAY SWITCHING" appears.**

Move the cursor to the lowest tray and then press the [▼] key again. The above screen will appear.

**5 Press the [OK] key.**

When a checkmark does not appear in the checkbox, the auto tray switching function will not operate.

**6 Press the [▲] key.**

You will return to the paper size setting screen.

To re-enable auto tray switching, press the [OK] key in the screen of step 5 so that a checkmark appears.

# AUDITING MODE

When auditing mode is enabled, a count is kept of the pages printed by each account. The page counts can be viewed in the display.

This function is enabled in the system settings. (For the counts in copy, print, and scan modes, see [p.114](#). For the counts in fax mode, see the "Operation Guide (FACSIMILE EXPANSION KIT)" that accompanies the machine.)

## NUMBER OF ACCOUNTS IN AUDITING MODE

	Mode	Number of accounts	Remarks
(1)	Same for copy, print, and scan modes	50 maximum	Copying, printing, and scanning counts are managed under one account number.
(2)	Fax	50 maximum	Fax counts are managed under one account number.



The same account number can be assigned to (1) and (2).

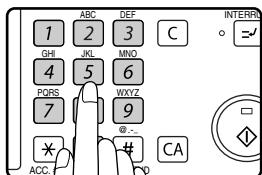
2

## USING AUDITING MODE

When auditing mode is turned on, the account number entry screen is displayed. Enter your account number (five-digit identification number) as explained below before performing a copy, fax, or scan operation.

Enter your account number.  
ACCOUNT #:-----

### 1 Enter your account number (five digits) with the numeric keys.



Enter your account number.  
ACCOUNT #:\*\*---

- As the account number is entered, the hyphens (-) change to asterisks (\*). If you enter an incorrect digit, press [C] key and re-enter the correct digit.
- When a valid account number is entered, the current count of the account will appear in the message display of the base screen. After 6 seconds (factory default setting), the base screen appears. ([p.22](#))

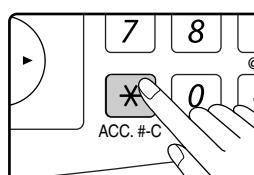
\* In copy mode and print mode, the number of sheets remaining until the limit is reached is also shown if "ACCOUNT LIMIT" ([p.116](#)) is enabled in the system settings.

- If you enter a account number for copy mode that has also been programmed for fax mode, you can change to fax mode after completing the copy operation and continue with the fax operation without re-entering your account number. If you enter an account number for copy mode that has not been programmed for fax mode, enter your account number for fax mode after you press the [FAX] key to change to fax mode.
- If an invalid account number is entered in step 1, the account number entry screen reappears.
- When "ACC. # SECURITY" ([p.116](#)) in the system settings is enabled, a warning message will appear and operation will not be permitted for 1 minute if an invalid account number is entered 3 times in a row.

Example: Copy mode

COPIES MADE:000,000  
REMAINING:050,000  
▪ AUTO  
▪ 100%  
▪ A4 AUTO

### 2 When the copy job is finished, press the [ACC.#-C] key (\*)



If you are performing an interrupt copy job ([p.48](#)) when auditing mode is enabled, be sure to press the [INTERRUPT] key (☒), [CA] key, or [ACC.#-C] key (\*) when finished to exit interrupt mode.

This chapter explains how to use the copy functions.

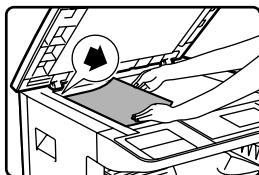
## NORMAL COPYING

This section explains how to make a regular copy.

If "Auditing mode" has been enabled (p.114), enter your 5-digit account number.

### Copying from the document glass

#### 1 Open the SPF/RSPF and place the original face down on the document glass.



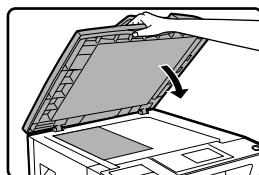
Align the upper left-hand corner of the original with the tip of the mark.

The original size is automatically detected.



An original up to A3 (11" x 17") can be placed on the document glass.

#### 2 Close the SPF/RSPF.

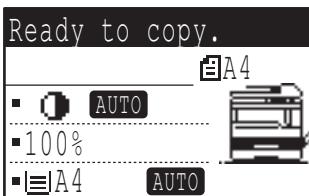


After placing the original, be sure to close the SPF/RSPF. If left open, parts outside of the original will be copied black, causing excessive use of toner.



If the original is a non-standard size or the size was not detected correctly, see "SELECTING THE ORIGINAL SIZE" (p.35).

#### 3 Make sure that the desired paper tray is selected.



To load paper, see "LOADING PAPER" (p.24).



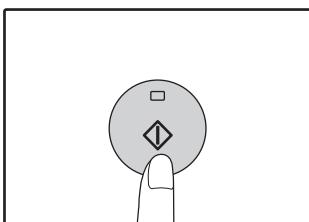
- If the auto paper select function has been disabled in the system settings (p.123), use the [PAPER SELECT] key to select the desired paper size.
- If you wish to use a size of paper different from the size automatically selected by the machine, use the [PAPER SELECT] key to select the desired paper size.
- Paper in a different orientation from the original can be selected if the auto paper select or auto image function has been selected. In this case, the image of the original will be rotated.
- To make a copy of a small original such as a card, follow the procedure in "USING THE BYPASS TRAY TO COPY A SPECIAL SIZE ORIGINAL" (p.36).
- To use the bypass tray, select it manually.

#### 4 Set the number of copies.



If you are making two or more copies each of multiple original pages, you can select the sort function to collate the copies into sets. (p.49)

## 5 Press the [START] key (◎) to begin copying.



The copy is delivered to the paper output tray.

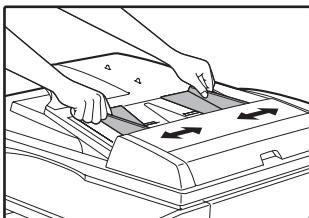


- The centre tray can hold a maximum of 250 sheets (150 sheets when the job separator tray kit is installed).
- About one minute after copying ends, "Auto clear" (p.22) activates and restores the copy settings to the default settings. The setting for "Auto clear" can be changed in the system settings. (p.118)
- To cancel a copy job in progress, press the [C] key.
- Differences in copy conditions may cause the position of the printed copy image to vary even the copies are of the same original on the same paper. For more information, see "Points concerning the position of the printed copy image" on (p.32).

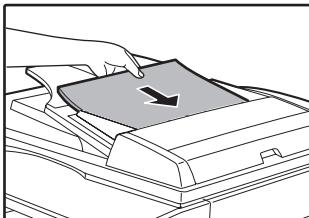
## Copying from the SPF/RSPF

### 1 Make sure that an original has not been left on the document glass. Close the SPF/RSPF.

### 2 Adjust the original guides to the size of the original(s).



### 3 Set the original(s) face up in the document feeder tray.



The original size appears in the display and the most suitable paper size is automatically selected. Insert the stack into the document feeder tray until it stops.



- If the original is a non-standard size or the size was not detected correctly, see "SELECTING THE ORIGINAL SIZE" (p.35).
- If the auto paper select function has been disabled in the system settings (p.123), use the [PAPER SELECT] key to select the desired paper size.
- To copy onto paper of a different size, press the [PAPER SELECT] key and select the desired paper size.
- Paper in a different orientation from the original may be selected if the auto paper select or auto image function has been selected. In this case, the image of the original will be rotated.
- To use the bypass tray, select it manually.
- Do not place originals of different sizes together in the document feeder tray. This may cause misfeeds.

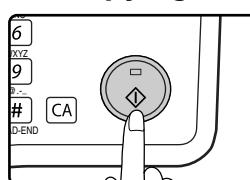


Do not place originals of different sizes together in the document feeder tray. This may cause misfeeds.

**3**

### 4 Set the number of copies.

### 5 Press the [START] key (◎) to begin copying.



The copies are delivered to the centre tray.  
The default output mode for copying from the SPF/RSPF is sort mode. (p.49)  
The output mode can be changed using the automatic sort selection setting in the system settings. (p.123)



- The centre tray can hold a maximum of 250 sheets (150 sheets when the job separator tray kit is installed).
- About one minute after copying ends, "Auto clear" (p.22) activates and restores the copy settings to the initial settings. The duration of time after which "Auto clear" clears the copy settings can be changed in the system settings. (p.118)
- To stop copying in the middle of a run, press the [C] key. If you find it difficult to remove the original from the document feeder tray, open the feeding roller cover before removing the original. If you pull out the original without opening the feeding roller cover, the original may become dirty.

### Auto paper select mode (when there are two or more paper trays)

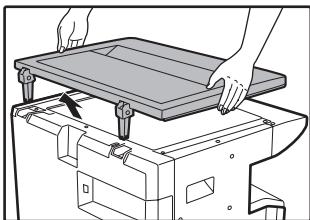
When auto paper select mode is enabled, "AUTO" appears in the paper size display. This function automatically selects paper that is the same size as the original (A5, B5, B5R, A4, A4R, B4, A3, 5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 13", 8-1/2" x 14", 11" x 17" paper).

- The sizes of paper that can be used vary by country and region.
- If a zoom setting is selected after placing the original, the paper size that is appropriate for the zoom setting will be automatically selected.
- "Auto paper select mode" is cancelled if the automatic ratio selection is enabled ([p.37](#)) or if a tray is selected with the [PAPER SELECT] key. Auto paper select resumes operation when the [CA] key is pressed or when "Auto clear time" activates.
- "Auto paper select mode" can be disabled in the system settings. ([p.123](#))

### Removing the document cover

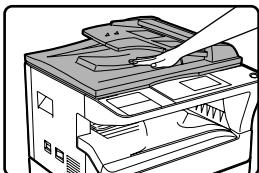
To copy large originals like newspapers, remove the document cover. To remove it, open the document cover and lift it at a slightly backward angle. To replace the cover, do the reverse.

The SPF/RSPF cannot be removed.



### Copying books or originals with folds or creases

Press down on the document cover/SPF/RSPF while copying as shown. If the document cover/SPF/RSPF is not completely closed, shadows may appear on the copy or it may be fuzzy. Straighten originals with folds or creases well before placing.



### Originals that can be used in the SPF/RSPF

Originals that are A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") and 56 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (15 lbs. to 24 lbs.) can be used. A maximum of 40 pages can be placed at once.

For originals that are B4 (8-1/2" x 14") or larger (B4, A3 (8-1/2" x 14", 11" x 17")), a maximum of 30 pages can be placed at once.



- Make sure that there are no paper clips or staples on the original.
- Straighten curled originals before placing them in the document feeder tray. Curled original may cause misfeeds.
- When you set multiple sheets of thick original, if the original is not fed, reduce the number of the set originals.

### Originals that cannot be used in the SPF/RSPF

The following originals cannot be used. These may cause misfeeds or smudging and unclear images.

- Transparencies, tracing paper, other transparent or translucent paper, and photographs.
- Carbon paper, thermal paper.
- Originals that are creased, folded, or torn.
- Glued originals, cut-out originals.
- Originals with binder holes.
- Originals printed using an ink ribbon (thermal transfer printing), originals on thermal transfer paper.

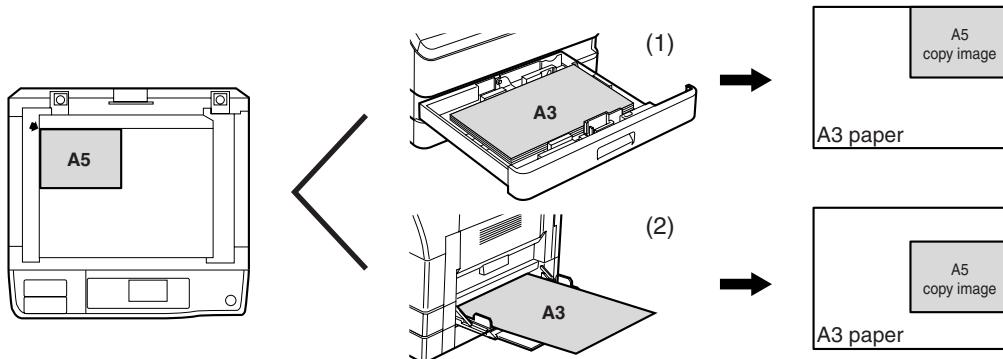
### Stream feeding mode

If "Stream feeding mode" is enabled in the system settings ([p.122](#)), the SPF/RSPF indicator will blink for about 5 seconds after all originals are fed. If a new original is placed in the SPF/RSPF during this time, the original will be automatically fed in and copying will begin.

**Points concerning the position of the printed copy image**

Even if the same original is copied onto the same type of paper, differences in the original size, scanning location (document glass or document feeder tray), selected paper tray, enlargement/reduction ratio, and other conditions may cause the position of the printed copy image on the paper to vary.

As shown in the following example, when an original smaller than the paper size (for example, A5 original and A3 paper) is copied from the document glass, the position of the printed copy image on the paper is different when paper from tray 1 is used (1) and paper from the bypass tray is used (2).

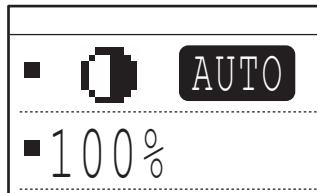


# MAKING A COPY DARKER OR LIGHTER

The copy exposure can be adjusted as needed to the original. Three exposure modes are available: "AUTO", "TEXT" and "PHOTO". When "TEXT" or "PHOTO" is selected, the exposure can be manually adjusted to 5 levels.

## Auto

This is the default exposure mode. In this mode, the characteristics of an original being copied are "read" by the exposure system and exposure adjustments are made automatically. The exposure level is lowered for coloured areas and background shadows.

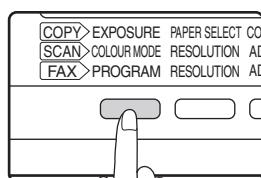


## Text/photo

**TEXT:** This mode enhances low density areas of an original and suppresses high-density background areas to make text more legible.

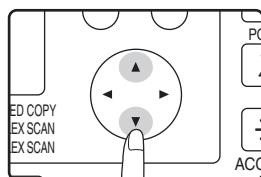
**PHOTO:** This mode provides clearer reproduction of halftones in photos.

### 1 Press the [EXPOSURE] key.



The copy exposure screen will appear.

### 2 Select the exposure mode that best suits the original with the [▼] or [▲] key.

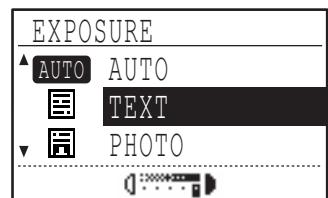
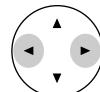
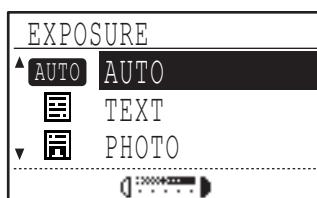


The [EXPOSURE] key can also be pressed to select the exposure mode.



When "PHOTO" is selected, "PHOTO MODE DEFAULT" in the system settings can be used to select the method for expressing halftones. (p.123)

### 3 Adjust the exposure level as needed with the [◀] or [▶] key.

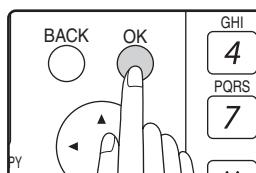


- The exposure level cannot be adjusted when "AUTO" is selected.
- For a darker image, press the [▶] key. For a lighter image, press the [◀] key.
- The default exposure levels for "TEXT" and "PHOTO" can be set in the system settings.

#### Exposure level guidelines

1 to 2: Dark originals such as newspapers  
3: Normal density originals  
4 to 5: Text written in pencil or light colour text

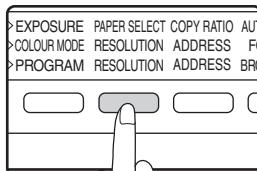
### 4 Press the [OK] key.



To return to AUTO mode, press the [EXPOSURE] key, select "AUTO" with the [▲] key, and press the [OK] key.

# SELECTING THE TRAY

Auto paper select mode ([p.31](#)) normally operates (unless it has been disabled), and thus when the original is placed on the document glass and the original size is selected, or when the original is placed in the SPF/RSPF, the tray with the same size of paper as the original is automatically selected. If you wish to use a tray other than the automatically selected tray (for example you wish to enlarge or reduce the copy or use the bypass tray), press the [PAPER SELECT] key to select the desired tray.



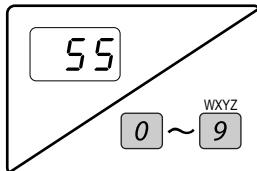
- If the desired paper size does not appear, change the paper in a tray to the desired paper size. ([p.26](#))
- Automatic ratio selection ([p.37](#)) does not operate when the bypass tray or a tray set for a special paper size is selected.

## Auto tray switching (when there are two or more paper trays)

If the tray runs out of paper during copying and there is another tray with the same size of paper and the same feeding orientation (horizontal or vertical), the other tray is automatically selected and copying continues. "Auto tray switching" can be disabled in the system settings ([p.123](#)).

# SETTING THE NUMBER OF COPIES

Press the numeric keys to set the number of copies.



- The set number of copies appears in the display. A maximum of 999 copies (factory default setting) can be set.
- A single copy can be made even if "0" is displayed.

- If you enter the wrong number, press the [C] key and enter the correct number.
- The limit for the number of copies can be changed in the system settings. ([p.123](#))

## Important note when making a large number of copies

If the number of sheets output to the centre tray exceed its maximum capacity (250 sheets when a job separator tray kit is not installed, 150 sheets when a job separator tray kit is installed) during a copy job, the copy job will stop temporarily. If this happens, promptly remove the copies and press the [OK] key to resume copying. The copy job will step each time the number of sheets in the centre tray reach its maximum capacity.

Before starting a long copy run, remove any sheets that remain in the centre tray. During output of the copy job, exercise care as the job may stop frequently due to the centre tray becoming full.

# SELECTING THE ORIGINAL SIZE

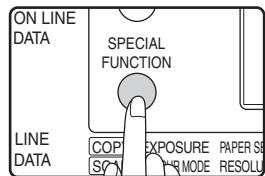
If you loaded a non-standard size\* original or the original size was not correctly detected, set the original size manually. Perform the following steps after placing the document in the document feeder tray or on the document glass.



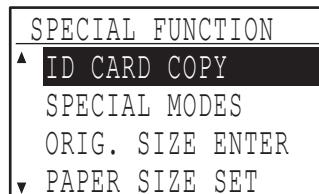
## \* Standard sizes:

The following sizes can be detected correctly: A3, B4, A4, A4R, A5 (11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"). If a non-standard size original is placed (including special sizes), the closest standard size may be displayed, or the original size may not appear.

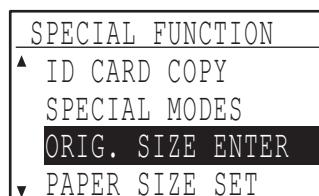
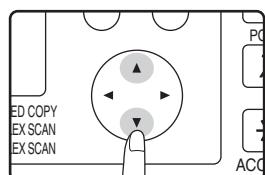
## 1 Press the [SPECIAL FUNCTION] key.



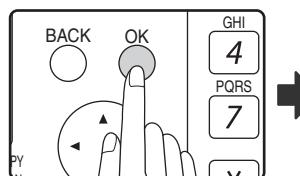
The special function screen will appear.



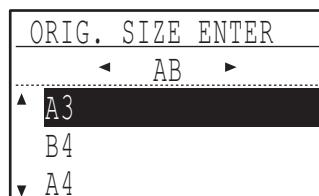
## 2 Select "ORIG. SIZE ENTER" from the menu with the [▼] or [▲] key.



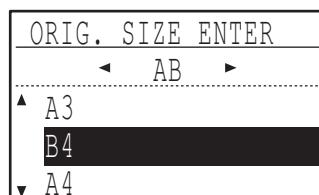
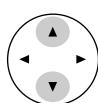
## 3 Press the [OK] key.



The original size selection screen will appear.



## 4 Select the original size with the [▼] or [▲] key.



The selected original size is highlighted.

- To select an inch original size, press the [▶] key and go to step 6.
- If you selected "SIZE INPUT", follow steps 4 through 6 of the procedure in "USING THE BYPASS TRAY TO COPY A SPECIAL SIZE ORIGINAL" (p.36) to set the horizontal and vertical dimensions of the original.

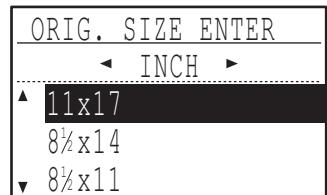
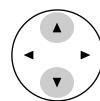
## 5 Press the [OK] key.



You will return to the base screen and the selected original size will appear in the original size display.

## Selecting an inch original size

## 6 Select the original size with the [▼] or [▲] key.



To return to selection of AB original sizes, press the [◀] key to return to step 4.

## 7 Press the [OK] key.



You will return to the base screen and the selected original size will appear in the original size display.



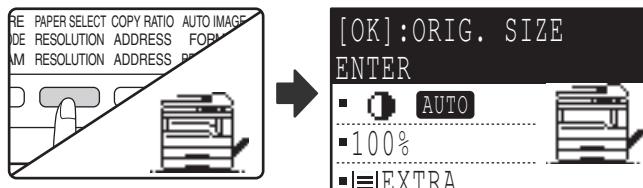
To cancel an original size selection, press the [CA] key.

# USING THE BYPASS TRAY TO COPY A SPECIAL SIZE ORIGINAL

When the bypass tray is being used for copying and an original that is placed on the document glass is detected as being a special size, the display will prompt the user to set the original size. To make a copy in this type of situation, follow the steps below.

**1** Load paper in the bypass tray and place the original on the document glass.

**2** Touch the [PAPER SELECT] key and then select the bypass tray.



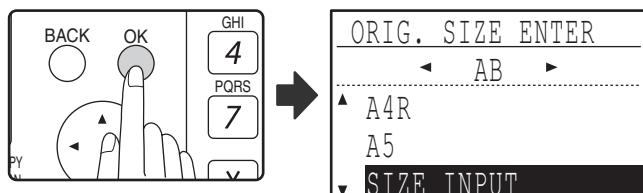
A message will appear asking you whether you wish to set the original size or make the copy without setting it. To make a copy without setting the original size, press the [START] key (◎). To set the original size, go to step 3.



If you load thick paper in the bypass tray, press the [PAPER] key until "EXTRA" is highlighted. The paper type is set to thick paper. The setting is cleared when "Auto clear" works or the [CA] key is pressed. For restrictions on paper types and weights, see "PAPER" (p.23).

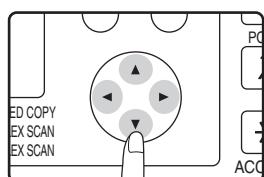


**3** Press the [OK] key.



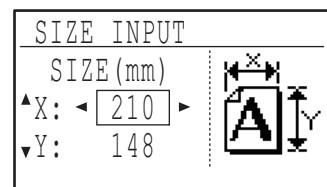
The original size selection screen appears with "SIZE INPUT" selected.

**4** Select AB or inches with the [◀] or [▶] key, and then select the original size with the [▼] or [▲] key.



**5** Press the [OK] key.

If "SIZE INPUT" was selected in step 4:



The size entry screen appears and is ready for entry of the width of the original.

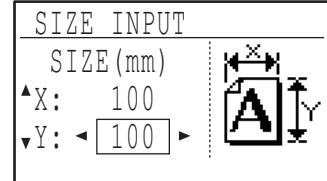


If you selected inches in step 4, the screen will be ready for you to enter the width in inches.

If other than "SIZE INPUT" was selected in step 4:

You will return to the base screen. Go to step 8.

**6** Select "X" (width) with the [▼] or [▲] key and enter the width with the [◀] or [▶] key, and then do the same for the length (Y).



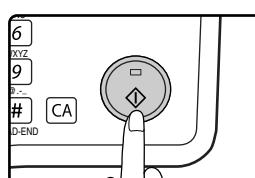
- Any number from 64 mm to 432 mm (2-1/2" to 17") can be entered for the width, and any number from 64 mm to 297 mm (2-1/2" to 11-5/8") can be entered for the length.
- The entered size is retained until the power is turned off, even if "SIZE INPUT" is selected again and the entry screen of step 5 is displayed.

**7** Press the [OK] key.



You will return to the base screen.

**8** Press the [START] key (◎).



Copying begins.

3

# REDUCING OR ENLARGING A COPY

There are three ways to enlarge and reduce copies:

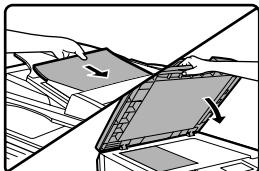
- Automatic selection of a ratio according to the paper size: Auto ratio selection
- Specifying a ratio from 25% to 400%: Preset ratios/zoom
- Selecting the vertical and horizontal ratios separately: XY zoom



When the SPF/RSPF is being used, the zoom copy ratio range is 50% to 200%.

## AUTOMATIC RATIO SELECTION

### 1 Place the original in the document feeder tray or on the document glass.

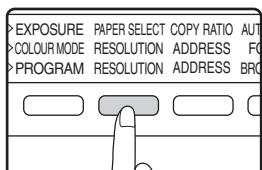


The original size will appear in the display. If the correct size does not appear, see "SELECTING THE ORIGINAL SIZE" (p.35).



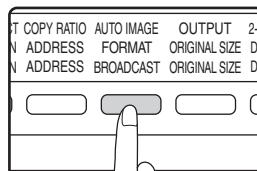
Automatic ratio selection can be used when the original size is , A3, B4, A4, A4R, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R and 5-1/2" x 8-1/2". It cannot be used for other sizes.

### 2 Press the [PAPER SELECT] key to select the desired tray.



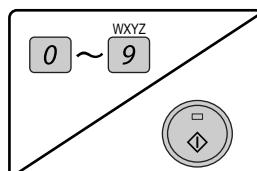
If the bypass tray is selected, automatic ratio selection cannot be used.

### 3 Press the [AUTO IMAGE] key.



- The copy ratio will be automatically set.
- If the original and paper are in different orientations, the image is automatically rotated to match the paper orientation (rotation copy). However, if enlargement is selected for copying onto a paper size larger than A4 (8-1/2" x 11"), the image will not be rotated.
- Rotation of the image can be disabled in the system settings when reducing or enlarging a original. (p.122)
- If the message "Image edge loss." is displayed, part of the original image may be cut off.

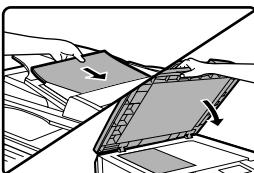
### 4 Set the number of copies and press the [START] key (◎).



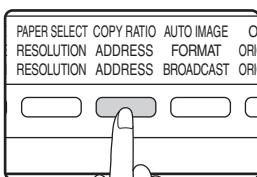
- To cancel automatic ratio selection, press the [AUTO IMAGE] key again.
- When copying from the SPF/RSPF, automatic ratio selection mode will automatically disable after the [START] key is pressed and the original is scanned.

# MANUAL RATIO SELECTION (PRESET COPY RATIOS/ZOOM)

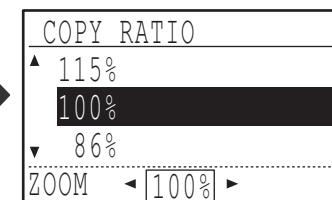
**1** Place the original in the document feeder tray or on the document glass.



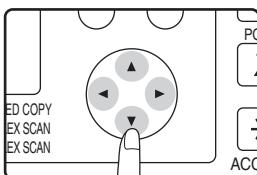
**2** Press the [COPY RATIO] key.



Copy ratios that can be selected will appear.



**3** Select a preset ratio with the [▼] or [▲] key, or set the ratio (zoom) with the [◀] or [▶] key.



[▲] key: Select a larger preset ratio

[▼] key: Select a smaller preset ratio

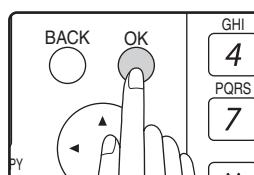
[◀] key: Decrease the ratio in increments of 1%

[▶] key: Increase the ratio in increments of 1%

- Preset reduction ratios are: 86%, 81%, 70%, 50% and 25% (95%, 77%, 64%, 50% and 25%). 25% can only be selected when the original is placed on the document glass.
- Preset enlargement ratios are: 115%, 122%, 141%, 200% and 400% (121%, 129%, 141%, 200% and 400%). 400% can only be selected when the original is placed on the document glass.
- Zoom ratios: Any ratio from 25% to 400% (50% to 200% when the original is placed in the document feeder tray) can be set in increments of 1%. You can use the [▼] or [▲] key to set the approximate ratio and then press the [◀] key to decrease the ratio or the [▶] key to increase the ratio.
- To decrease or increase the zoom ratio rapidly, hold down the [◀] or [▶] key. However the value will stop at the preset reduction or enlargement ratios. To move beyond these ratios, release the key and then hold it down again. (Note that if the key auto repeat function has been disabled in the system settings, the ratio will not change when the key is held down. (See "DISABLE AUTO KEY REPEAT" on p.119.))

- To cancel a ratio setting, return the ratio to 100% with the [▼] or [▲] key.
- The [COPY RATIO] key can be pressed to return the ratio to 100%.

**4** Press the [OK] key.

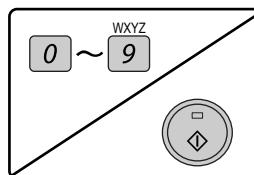


You will return to the base screen.

**5** Make sure that the desired paper tray is selected.

If the auto paper select function has been enabled, the appropriate copy paper size will have been automatically selected based on the original size and the selected copy ratio. If the auto paper select function has been cancelled or if you are copying onto a different size paper, use the [PAPER SELECT] key to select the paper tray with the desired paper size.

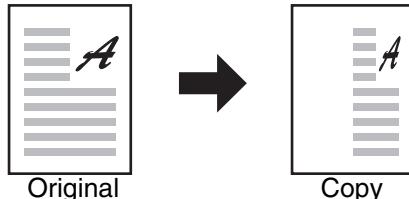
**6** Set the number of copies and press the [START] key (◎).



# SELECTING THE VERTICAL AND HORIZONTAL COPY RATIOS SEPARATELY (XY ZOOM Copying)

The XY ZOOM feature allows the horizontal and vertical copy ratios to be changed independently.

**Example:** Reduction only in the horizontal direction.

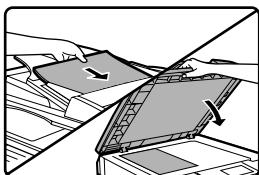


- This feature cannot be used with the 2 IN 1 or 4 IN 1 feature. (p.51)
- To use the XY ZOOM feature with the DUAL PAGE COPY feature, set the DUAL PAGE COPY feature first and then the XY ZOOM feature.
- The XY ZOOM feature cannot be used in combination with the AUTO IMAGE function.

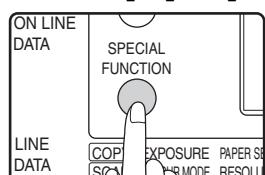
Ratios that can be selected will vary depending on the position of the original.

Original position	Selectable ratios
Document glass	25% – 400%
SPF/RSPF	50% – 200%

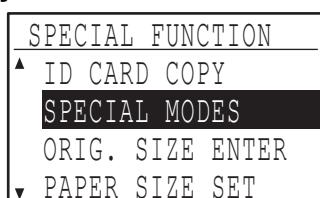
## 1 Place the original in the document feeder tray or on the document glass.



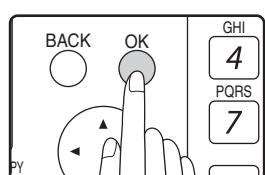
## 2 Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [▼] or [▲] key.



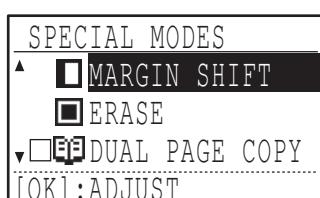
The special function screen will appear.



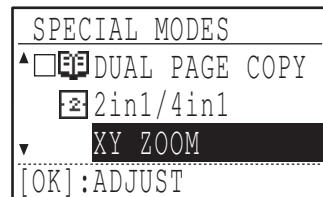
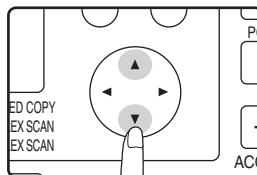
## 3 Press the [OK] key.



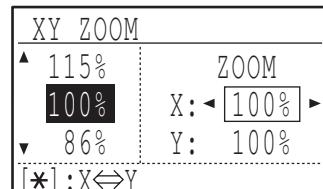
The special modes screen will appear.



## 4 Select "XY ZOOM" with the [▼] or [▲] key.

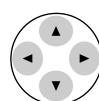


## 5 Press the [OK] key.

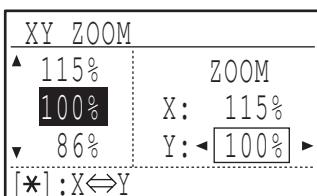
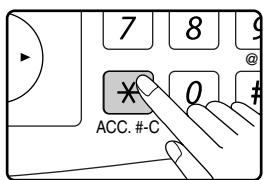


The XY zoom screen will appear, ready for selection of the X (horizontal) ratio.

## 6 Set the horizontal ratio with the [▼], [▲], [<◀], or [<▶] keys.



A preset ratio can be selected with the [▼] or [▲] keys. The ratio can be adjusted in increments of 1% with the [<◀] or [<▶] keys.

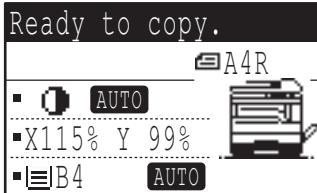
**7** Press the  key.

The vertical ratio can now be selected.

**8** Set the vertical ratio with the [], [], [], or [] keys.

A preset ratio can be selected with the [] or [] keys. The ratio can be adjusted in increments of 1% with the [] or [] keys.

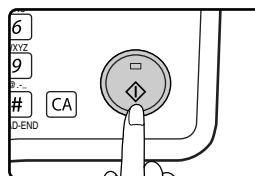
To change the copy ratio in the horizontal direction again, press the  key.

**9** Press the [OK] key.

You will return to the base screen.

**10** Make sure that the desired paper tray is selected.

If the auto paper select function has been enabled, the appropriate copy paper size will be automatically selected based on the original size and the selected copy ratios. Image rotation will take place if necessary.

**11** Select any other copy settings as needed and press the [START] key (⑧).

 If the [COPY RATIO] key is pressed when XY zoom ratios are set, the following screen appears.

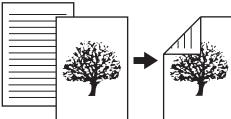
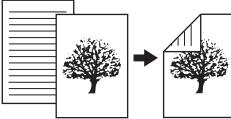
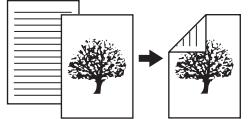
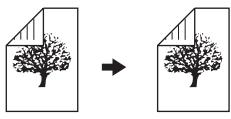
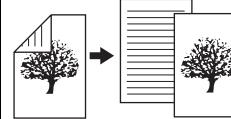


To cancel the XY zoom ratio settings, select "OFF" and press the [OK] key.

To adjust the XY zoom copy ratios, select "ADJUST" and press the [OK] key.

# AUTOMATIC TWO-SIDED COPYING (MX-M182D/MX-M202D/MX-M232D)

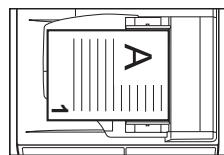
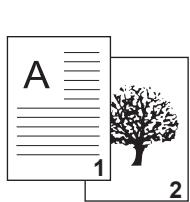
Two originals placed on the document glass can be copied onto each side of a single sheet of paper. In addition, an RSPF can be used to copy two originals onto one sheet of paper, or one two-sided original onto two sheets of paper, or one two-sided original onto each side of one sheet of paper. This function is convenient for making copies for identification purposes and helps save paper.

	Original → Paper	Usable paper		
Document glass	One-sided original → Two sides 	A5 to A3 (8-1/2" x 11" to 11" x 17") • The bypass tray cannot be used.		
SPF	One-sided original → Two sides 	A5, B5, B5R, A4, A4R, B4, A3 (8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 13", 8-1/2" x 14", 11" x 17")		
RSPF	One-sided original → Two sides 	Two-sided original → Two sides 	Two-sided original → One side 	Special paper and 5-1/2" x 8-1/2" paper cannot be used. • The bypass tray cannot be used.



- The sizes of paper that can be loaded vary by country and region.
- To use paper in the bypass tray, make a two-sided copy as explained in "TWO-SIDED COPYING USING THE BYPASS TRAY" (p.46).
- There are restrictions on the paper that can be used for automatic two-sided copying. See "Paper that can be used for automatic 2-sided printing (MX-M182D/MX-M202D/MX-M232D)" on (p.23).
- Automatic two-sided copying is not possible when the bypass tray is used.

B4 or A3  
(8-1/2" x 14" or 11" x 17")  
portrait original



Orientation of the  
placed original

Normal automatic  
two-sided copying



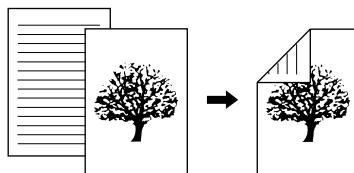
The top and bottom of  
the images on the front  
and back are reversed.

If the orientation of  
two-sided copying  
is changed



The top and bottom of the  
images on the front and  
back are the same.

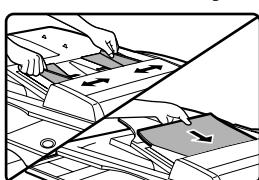
# TWO-SIDED COPYING OF ONE-SIDED ORIGINALS



- Paper sizes that can be used are A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11" and 8-1/2" x 11"R.
- Automatic two-sided copying is not possible when the bypass tray is used.

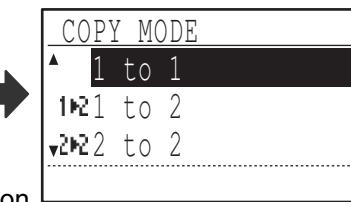
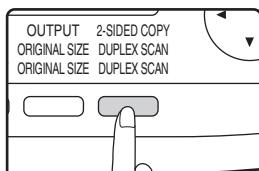
## Copying from the SPF/RSPF

**1** Make sure that an original does not remain on the document glass, and then adjust the original guides to the width of your originals and place the originals face up in the document feeder tray.



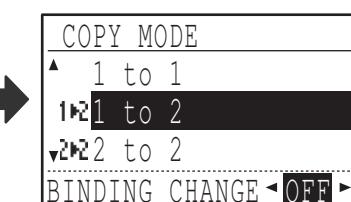
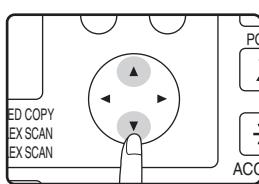
If you placed an odd number of originals, the last copy will be one-sided.

**2** Press the [2-SIDED COPY] key.

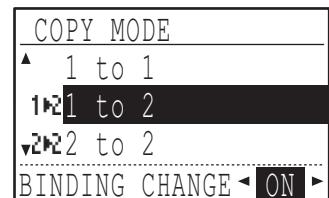


The duplex mode selection screen appears.

**3** Select "1 to 2" with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key, or with the [2-SIDED COPY] key.

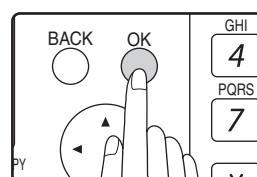


**4** If you wish to have the orientation of the image on the back of the copy paper be opposite the orientation of the image on the front, set "BINDING CHANGE" to "ON" with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.



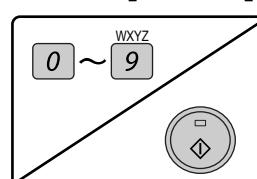
If the copies are to be bound at the top, reversing the orientations of the images on the front and back sides of each copy will result in a uniform orientation when the bound copies are viewed (note that this may depend on the orientation of the originals).

**5** Press the [OK] key.



You will return to the base screen.

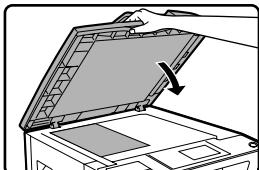
**6** Set the number of copies and press the [START] key (◎).



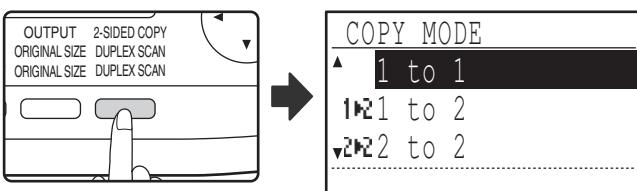
To stop copying in the middle of a run, press the [C] key.

## Copying from the document glass

**1** Place the original for the front side of the copy on the document glass, and close the SPF/RSPF.

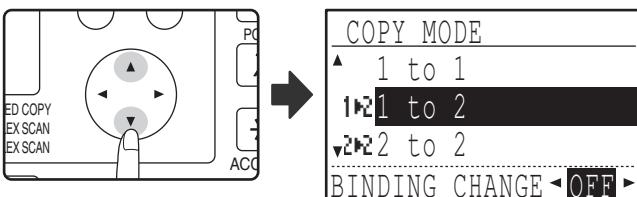


**2** Press the [2-SIDED COPY] key.

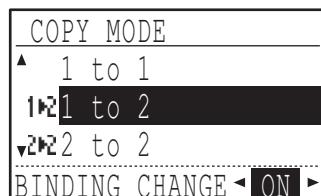
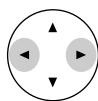


The duplex mode selection screen appears.

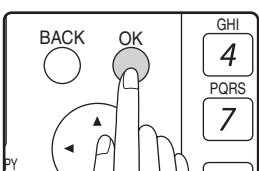
**3** Select "1 to 2" with the [ $\nabla$ ] or [ $\Delta$ ] key, or with the [2-SIDED COPY] key.



**4** If you wish to have the orientation of the image on the back of the copy paper be opposite the orientation of the image on the front, set "BINDING CHANGE" to "ON" with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.



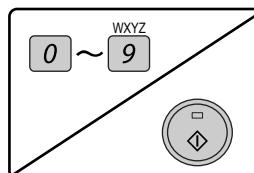
**5** Press the [OK] key.



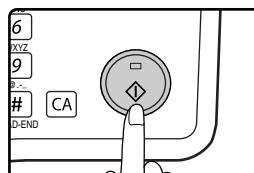
You will return to the base screen.

**6** Make sure that the desired paper tray is selected.

**7** Set the number of copies and press the [START] key ( $\odot$ ).

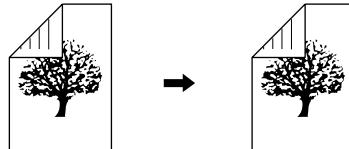


**8** Remove the first original and then place the original for the back side of the copy on the document glass. Close the SPF/RSPF and press the [START] key ( $\odot$ ).



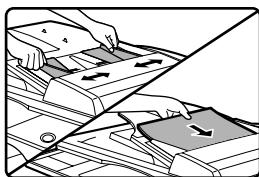
- The copy will be delivered to the centre tray.
- To cancel two-sided copying, press the [C] key.
- To cancel two-sided (duplex) copy mode, press the [2-SIDED COPY] key to select "1 to 1" and then press the [OK] key.
- When making two-sided copies of an odd number of originals, touch the [READ-END] key (#) after scanning the last original.

## TWO-SIDED COPIES OF TWO-SIDED ORIGINALS (ONLY WHEN USING THE RSPF)

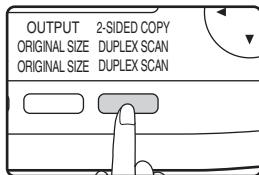


- Paper sizes that can be used are A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11" and 8-1/2" x 11"R.
- Automatic two-sided copying is not possible when the bypass tray is used.
- This copy function cannot be used in combination with dual page copy.

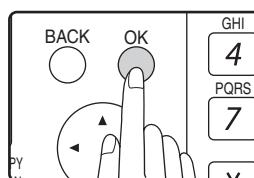
**1** Make sure that an original does not remain on the document glass, and then adjust the original guides to the width of your originals and place the originals face up in the document feeder tray.



**2** Press the [2-SIDED COPY] key.



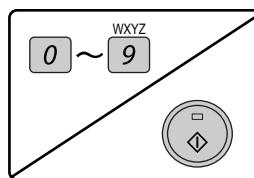
**4** Press the [OK] key.



You will return to the base screen.

**3**

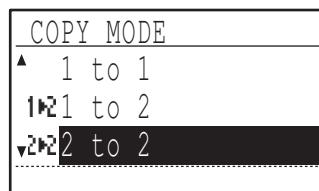
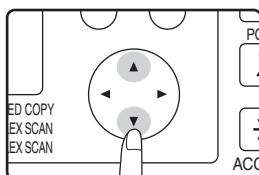
**5** Set the number of copies and press the [START] key (◎).



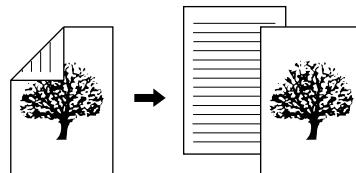
To stop copying in the middle of a run, press the [C] key.

The duplex mode selection screen appears.

**3** Select "2 to 2" with the [▼] or [▲] key, or with the [2-SIDED COPY] key.

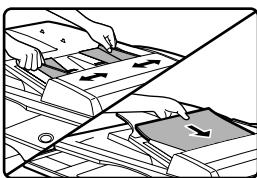


# ONE-SIDED COPIES OF TWO-SIDED ORIGINALS (ONLY WHEN USING THE RSPF)

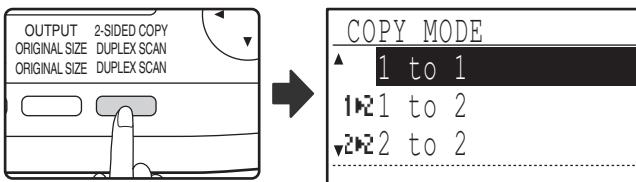


- Paper sizes that can be used are A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", 8-1/2" x 14", 8-1/2" x 13", 8-1/2" x 11" and 8-1/2" x 11"R.
- Automatic two-sided copying is not possible when the bypass tray is used.
- This copy function cannot be used in combination with dual page copy.

**1** Make sure that an original does not remain on the document glass, and then adjust the original guides to the width of your originals and place the originals face up in the document feeder tray.

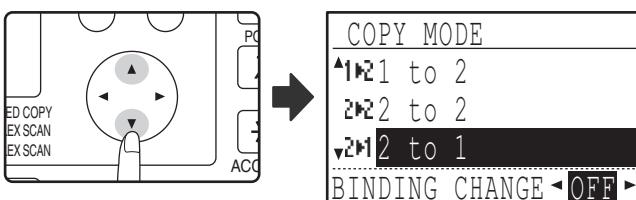


**2** Press the [2-SIDED COPY] key.

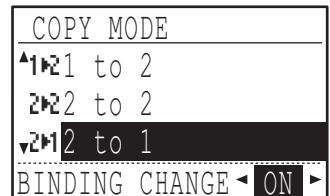
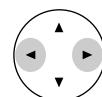


The duplex mode selection screen appears.

**3** Select "2 to 1" with the [ $\nabla$ ] or [ $\Delta$ ] key, or with the [2-SIDED COPY] key.

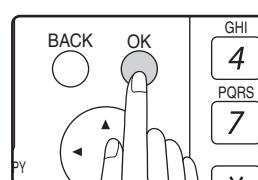


**4** If you wish to have the orientation of the back image be opposite the orientation of the front image, set "BINDING CHANGE" to "ON" with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.



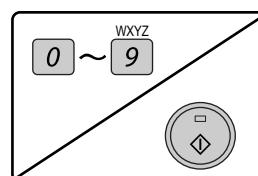
If the copies are to be bound at the top, reversing the orientations of the front and back images will result in a uniform orientation when the bound copies are viewed (note that this may depend on the orientation of the originals).

**5** Press the [OK] key.



You will return to the base screen.

**6** Set the number of copies and press the [START] key (⌚).

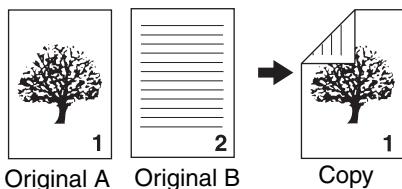


To stop copying in the middle of a run, press the [C] key.

# TWO-SIDED COPYING USING THE BYPASS TRAY

To perform manual two-sided copying, follow these steps.

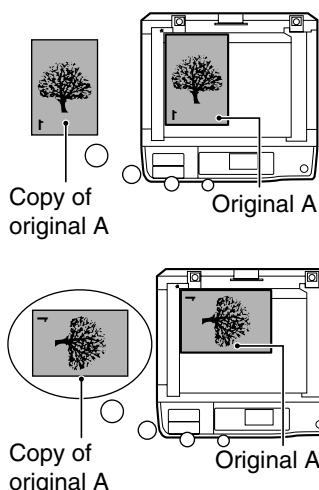
**Example:** Copying originals A and B onto each side of one sheet of paper



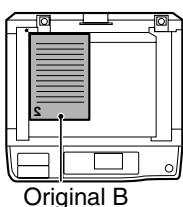
## If you are using the MX-M182D/MX-M202D/ MX-M232D

The MX-M182D/MX-M202D/MX-M232D is equipped standard with an automatic two-sided copying function that automatically turns over the paper. If paper in "Paper that can be used for automatic 2-sided printing (MX-M182D/MX-M202D/MX-M232D)" (p.23) is used, this enables easier two-sided copying than using the bypass tray. See "AUTOMATIC TWO-SIDED COPYING (MX-M182D/MX-M202D/MX-M232D)" (p.41).

## 1 Copy original A.

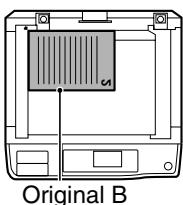


## 2 Place original B as shown below.



### Vertically-oriented original:

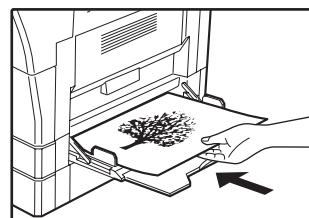
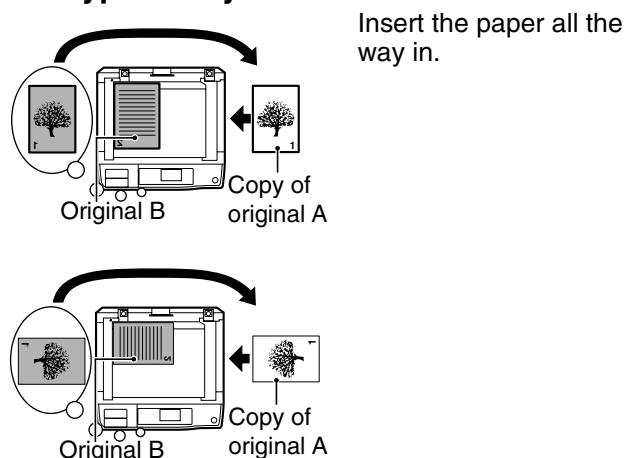
If the original is oriented vertically, place it in the same orientation as original A.



### Horizontally-oriented original:

If the original is oriented horizontally, place it with the top and bottom and left and right sides reversed with respect to the placement of original A.

## 3 Turn the copy of original A over, and without changing the position of the edge closest to you, insert it in the bypass tray.



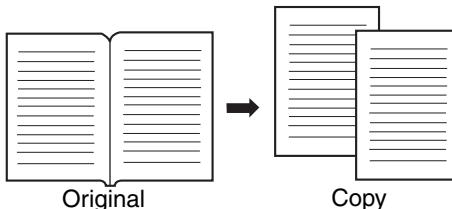
- Copies made on the back side of paper should always be made one sheet at a time using the bypass tray.
- Straighten curled or wavy paper before using it. Curled paper may cause misfeeds, creases, or a poor-quality image.
- After placing the original, be sure to close the document cover/SPF/RSPF. If left open, parts outside of the original will be copied black, causing excessive use of toner.

## 4 Select the bypass tray with the [PAPER SELECT] key, and then press the [START] key (◎).

The copy is delivered to the paper output tray.

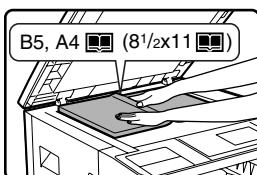
# DUAL PAGE COPYING

A dual page original can be automatically separated into two pages during copying. This feature is convenient for making copies of books and other dual page originals on individual sheets of paper.



- A4 (8-1/2" x 11") paper is used for dual page copying.
- When rotation copy is enabled, A4R (8-1/2" x 11"R) paper can also be used.
- Dual page copying can be enabled when Sort/Group copy (p.49).
- When used in combination with XY ZOOM copying, enlargement is not possible.
- Dual page copying cannot be used in combination with the following functions:
  - Enlargement
  - 2 IN 1 / 4 IN 1 copying
  - Centre erase
- Automatic ratio selection cannot be used when dual page copying is used.
- Dual page copying cannot be selected when an original is placed in the SPF/RSPF.

## 1 Place the original on the document glass, aligning the division between the pages with the size marker (see below). Close the SPF/RSPF.

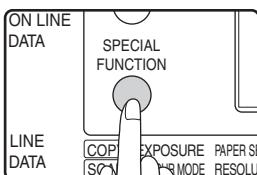


Copying will begin from the page to the right of the size marker.

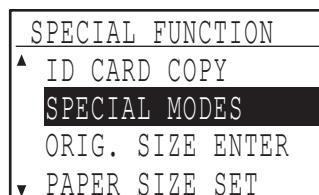


To keep the copies in the correct page order when performing dual page copying over multiple pages, make sure that the original is always placed on the document glass with the smaller page number to the right.

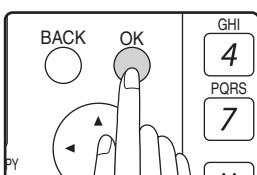
## 2 Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [ $\blacktriangledown$ ] or [ $\blacktriangleup$ ] key.



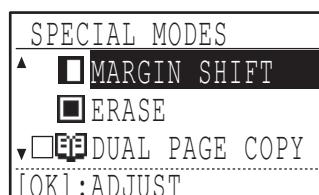
The special function screen will appear.



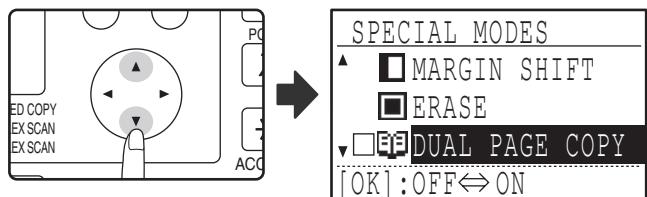
## 3 Press the [OK] key.



The special modes screen will appear.



## 4 Select "DUAL PAGE COPY" with the [ $\blacktriangledown$ ] or [ $\blacktriangleup$ ] key.



## 5 Press the [OK] key.

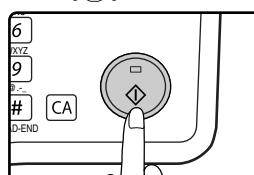


A checkmark appears in the "DUAL PAGE COPY" checkbox in the special modes screen and you return to the base screen.

## 6 Make sure that the paper tray with A4 (8-1/2" x 11") paper is selected.

A4R (8-1/2" x 11"R) paper can also be used if rotation copying is possible in auto paper select mode.

## 7 Select any other copy settings as needed and press the [START] key (◎).



To cancel dual page copy, select "DUAL PAGE COPY" (which has a checkmark) in the special modes screen once again and press the [OK] key.

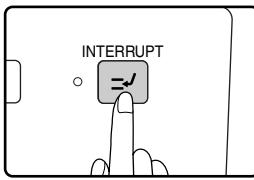
# INTERRUPTING A COPY RUN

## (Interrupt copying)

A copy run can be temporarily interrupted to allow another copy job to be performed. (Interrupt copying)  
When the other job is finished, the copy run will resume using the original copy settings.

- Interrupt copying is not possible when the document glass is being used for a copy job and "NO SORT" is selected.
- When 2 in 1 or 4 in 1 is selected, interrupt copying is not possible.
- Sort copying, 2 in 1, and 4 in 1 and automatic two-sided copying cannot be used for an interrupt copy job.  
Configuring settings in the system settings, use as a scanner, and fax transmission are also not possible.

### 1 Press the [INTERRUPT] key (✉).



If the [INTERRUPT] key (✉) is pressed, copying will stop and the settings will temporarily return to the default settings after the copy in progress has been completed.

The INTERRUPT indicator will blink until the current copy run stops.

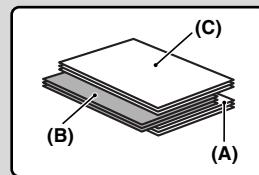
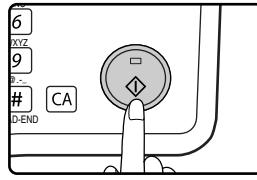


If you press the [INTERRUPT] key (✉) when auditing mode is enabled, "Enter your account number." will appear in the display. Enter your account number using the numeric keys. The pages copied during interrupt copying will be added to the count of the entered account number. (p.114)

### 2 When the copy run stops, remove the previous original(s) and place the original(s) of the interrupt copy job.

### 3 Select copy settings as needed.

### 4 Set the number of copies and then press the [START] key (⌚).



The interrupt copies will be offset from the previous copies. (Offset function)

The offset function can be disabled in the system settings. (p.117)

- (A): Copies made before the interrupt copy job
- (B): Interrupt copies
- (C): Copies made after the interrupt copy job

\* This function is not available in some countries and regions.

### 5 When the copy job is finished, press the [INTERRUPT] key (✉) to end interrupt mode and remove the original(s).

The INTERRUPT indicator will turn off, indicating that the interrupt function is no longer operating. The copy settings will automatically revert to the settings selected for the copy run before the run was interrupted.

### 6 Replace the previous original(s) and press the [START] key (⌚).

The interrupted copy run will resume.

3

# CONVENIENT COPY FUNCTIONS

This section explains major convenient copy functions.

## ROTATING THE IMAGE 90 DEGREES (Rotation Copy)

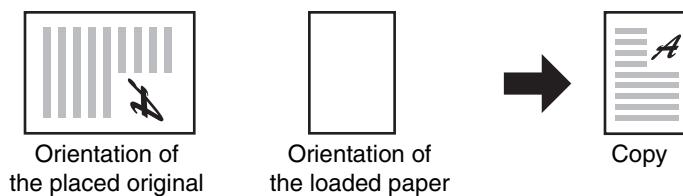
When "Auto paper select mode" or "automatic ratio selection" are in operation and the original is placed in a different orientation (vertical or horizontal) than the paper, the original image will be automatically rotated 90 degrees to enable correct copying onto the paper.

This function is convenient for copying B4 or A3 (8-1/2" x 14" or 11" x 17") originals, which can only be placed horizontally, onto paper that is loaded vertically.

The rotation copy function is initially enabled. It can be disabled in the system settings. (p.122)



- Rotation copy will not operate when a copy is enlarged to a paper size greater than A4 (8-1/2" x 11"). In this case, place the original in the same orientation as the paper.
- When 2 IN 1 / 4 IN 1 copy is used (p.51), rotation copy will operate even if disabled in the system settings.

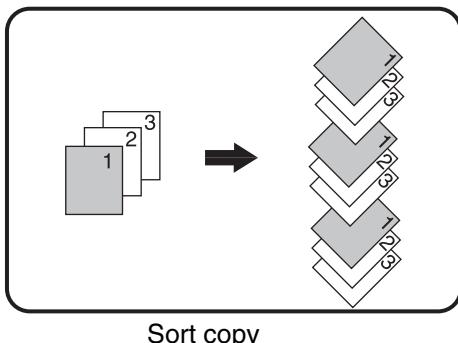


## SORT COPY/GROUP COPY

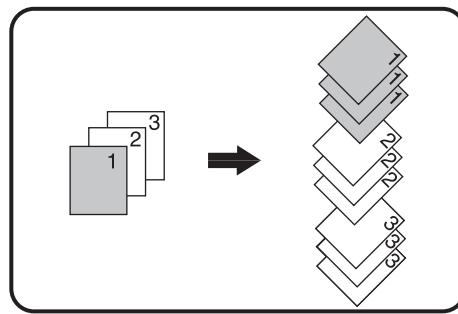
- Copies of multiple original pages can be sorted into sets. (Sort copy)
- Copies of multiple original pages can be grouped by page. (Group copy)



The machine can scan standard originals (A4 (8-1/2" x 11")) with approximately 160 pages, however, the number will vary for photos and other types of originals. Less pages can be scanned for interrupt copying.

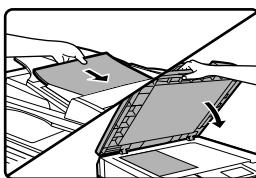


Sort copy



Group copy

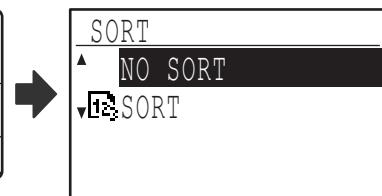
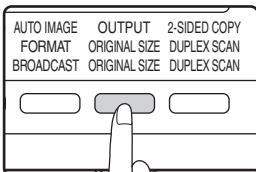
**1 Place the originals in the document feeder tray or the first original on the document glass.**



If the originals are placed in the document feeder tray, sort mode will be automatically selected. This can be changed to no sort in the system settings. (p.123)

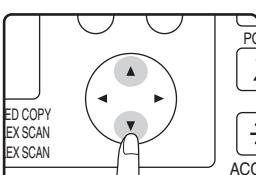
If the first original is placed on the document glass, no sort mode will be automatically selected.

**2 Press the [OUTPUT] key.**

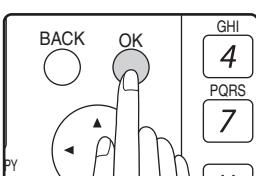


The output mode selection screen will appear.

**3 Select "NO SORT" or "SORT" with the [▼] or [▲] key, or with the [OUTPUT] key.**

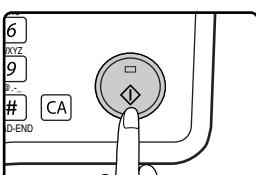


**4 Press the [OK] key.**



You will return to the base screen.

**5 Select other copy settings as needed and press the [START] key (◎).**



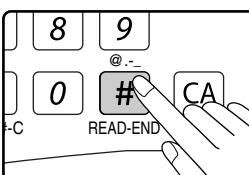
If you placed the originals in the document feeder tray in step 1, copying will start. If you selected "SORT" in step 3 and placed the first original on the document glass, follow steps 6 and 7. Note that if you selected "NO SORT" in step 3, copying will begin.

**6 When the START indicator lights, replace the original with the next original and press the [START] key (◎).**



Repeat step 6 until all originals have been scanned.

**7 When all originals have been scanned, press the [READ-END] key (#).**



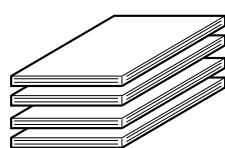
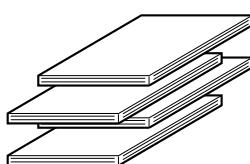
- Copying will start.
- If the memory becomes full while the originals are being scanned, "Memory is full." will appear in the display. To start copying the originals that have been scanned to that point, press the [START] key (◎). To cancel the copy job, press the [CA] key.
- The optional memory board (MX-EB14) can be installed to increase the number of originals that can be scanned. The memory can be expanded up to a maximum of 256 MB (the amount expanded is 128 MB).

**3**

### Offset function

This function offsets each set of copies from the previous set in centre tray, making it easy to separate sets of copies. The offset function can be disabled in the system settings. (p.117)

Offset function enabled    Offset function disabled

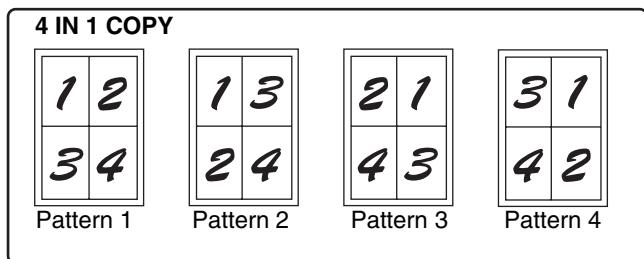
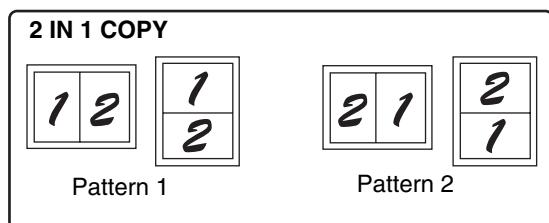


\* This function is not available in some countries and regions.

# COPYING MULTIPLE ORIGINALS ONTO A SINGLE SHEET OF PAPER (2 IN 1 / 4 IN 1 Copy)

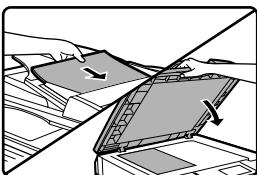
Multiple originals can be copied onto a single sheet of paper in a selected layout pattern.

This function is convenient for compiling multi-page reference materials into a compact format, or for providing an overview of all pages of a document on a single page.



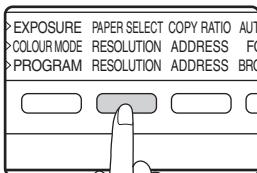
- 2 in 1 / 4 in 1 copy cannot be used in combination with the following functions. The function selected first will take precedence. However, 2 in 1 / 4 in 1 copy will take precedence over XY zoom.  
Dual page copy, XY zoom, edge erase, margin shift, card shot
- A special paper size cannot be used for 2 in 1 / 4 in 1 copy.
- 2 in 1 / 4 in 1 copy cannot be selected for an interrupt copy job. Interrupt copying is not possible during a 2 in 1 / 4 in 1 copy job.
- An appropriate ratio setting will be automatically selected based on the original size, the paper size, and the selected number of images. When using the document glass, reduction is possible to 25%. When using the SPF/RSPF, reduction is possible to 50%. Certain combinations of original size, paper size, and number of images may result in images being cut off.
- Even if "Rotation copy" is disabled in the system settings, the images may be rotated if needed depending on the orientation of the originals and the orientation of the paper.

**1** Place the originals in the document feeder tray or the first original on the document glass.

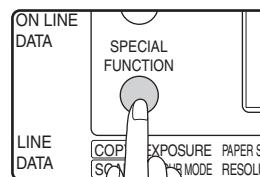


**2** Press the [PAPER SELECT] key to select the desired paper tray.

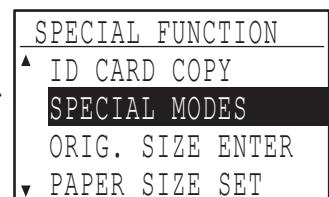
The bypass tray cannot be selected.



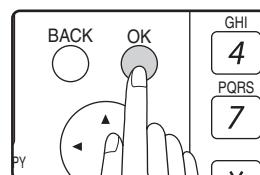
**3** Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.



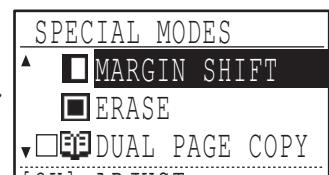
The special function screen will appear.



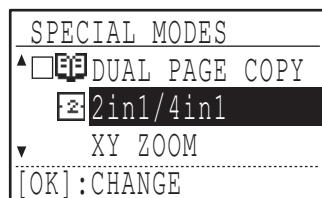
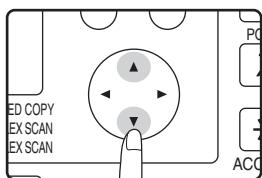
**4** Press the [OK] key.



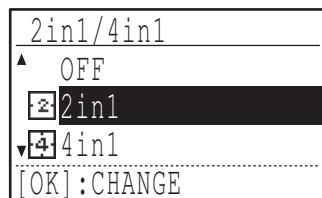
The special modes screen will appear.



**5** Select "2in1/4in1" with the [**▼**] or [**▲**] key.



**6** Press the [OK] key.

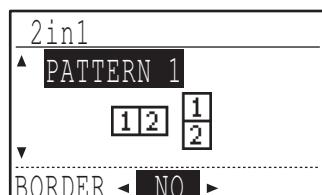


The 2 in 1 / 4 in 1 selection screen will appear.

**7** Select "2in1" or "4in1" with the [**▼**] or [**▲**] key.



**8** Press the [OK] key.



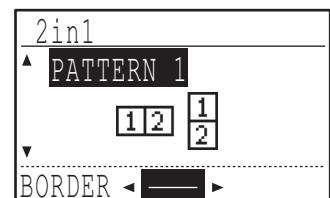
The settings for 2 in 1 or 4 in 1 will appear.

**9** Select the layout with the [**▼**] or [**▲**] key.



For the layouts that can be selected, see "2 IN 1 COPY" or "4 IN 1 COPY" on (p.51).

**10** Select the borderline setting with the [**◀**] or [**▶**] key.



Select solid line, broken line, or none.

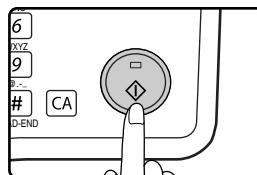
**11** Press the [OK] key.



You will return to the base screen.

3

**12** Select other copy settings as needed and then press the [START] key (◎).



- The copy ratio will be set automatically.
- If you placed the originals in the document feeder tray, copying will start after all originals are scanned.
- If you placed the first original on the document glass, go to the next step.

**13** When the START indicator lights, replace the original with the next original and then press the [START] key (◎).

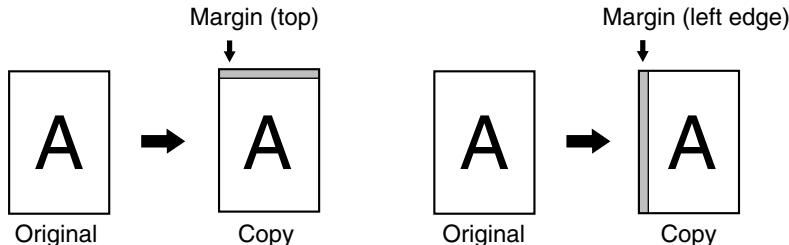


Repeat step 13 until all originals have been scanned.

- Copies will be output each time two originals for 2 in 1 copy or four originals for 4 in 1 copy have been scanned.
- To start copying before all originals have been scanned (after only one original has been scanned for 2 in 1 or after three originals or less have been scanned for 4 in 1), press the [READ-END] key (#).
- To cancel the 2 in 1 or 4 in 1 settings, select "OFF" in step 7.

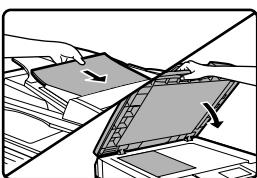
# CREATING MARGINS WHEN COPYING(Margin shift)

The margin shift function shifts the image to create a margin at the edge of the paper. By default the function creates a 10 mm (1/2") margin at the left edge of the paper.



- You can select whether to create a margin at the top edge or at the left edge of the paper.
- Five selections are available for the margin width: 0 mm, 5 mm, 10 mm, 15 mm, 20 mm (0", 1/4", 1/2", 3/4", 1"). (The default setting is 10 mm (1/2").)
- When making two-sided copies, a margin is created at the selected edge on the front side of the paper, and a margin is created on the back side of the paper.
- Margin shift cannot be used in combination with 2 in 1 / 4 in 1 copy (p.51).
- Margin shift cannot be used in combination with card shot (p.56).
- When margin shift is selected, rotating copying will not operate even if the condition for rotate copying is met.
- The default margin shift setting can be changed in the system settings. (p.121)

## 1 Place the original in the document feeder tray or on the document glass.

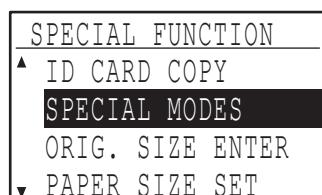
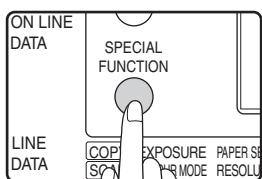


- When a left-edge margin is selected and you are copying from the document feeder tray, place the original face up so that the margin edge is to the left.

When a left-edge margin is selected and you are copying from the document glass, set the original face down so that the margin edge is to the right.

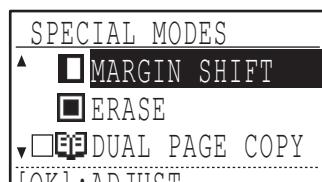
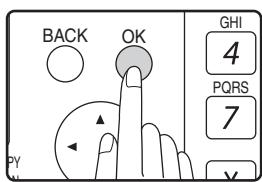
- When a top-edge margin is selected, place the original with the margin edge toward the rear of the document feeder tray or the document glass.

## 2 Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [ $\nabla$ ] or [ $\Delta$ ] key.



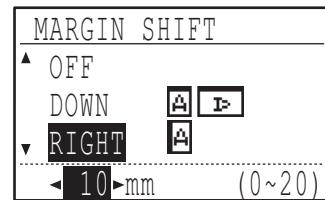
The function screen appears with "SPECIAL MODES" selected.

## 3 Press the [OK] key.



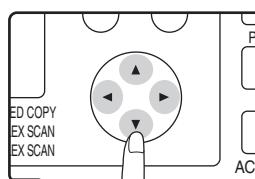
The special modes screen will appear with "MARGIN SHIFT" selected.

## 4 Press the [OK] key.



The settings for margin shift will appear.

## 5 Select the margin location with the [ $\nabla$ ] or [ $\Delta$ ] key and select the width with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.



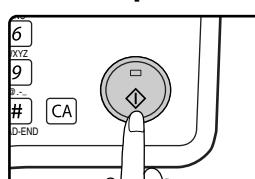
- Select "DOWN" or "RIGHT" for the margin location.
- If you select 0 mm (0"), the printed result is the same as when "OFF" is selected.

## 6 Press the [OK] key.



You will return to the base screen.

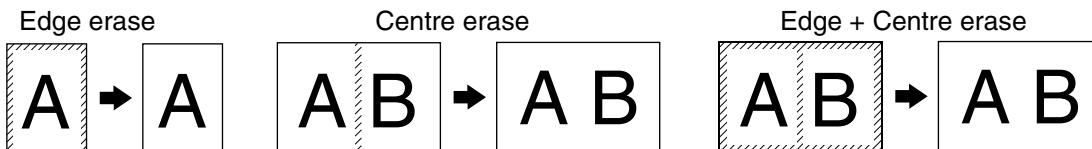
## 7 Select other copy settings as needed and press the [START] key (◎).



To turn off the margin shift function, select the margin shift feature again and select "OFF".

# ERASING SHADOWS AROUND THE EDGES OF A COPY (Erase Copy)

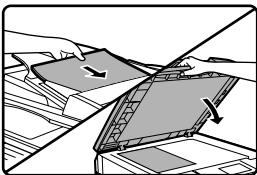
- This feature is used to erase shadows that appear around the edges of copies of books and other thick originals. (EDGE ERASE)
- The feature can also erase the shadow that appears down the centre of books and other originals that open up. (CENTRE ERASE)
- The factory default setting for the width of the erasure is approximately 10 mm (1/2"). The width can be changed in the system settings. (p.121)



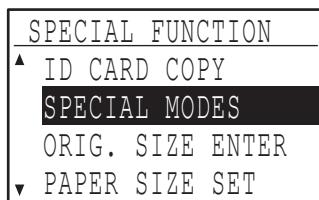
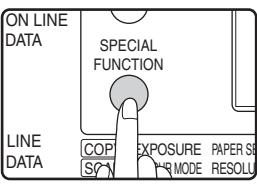
- Five selections are available for the erasure width: 0 mm, 5 mm, 10 mm, 15 mm, 20 mm (0", 1/4", 1/2", 3/4", 1"). (The default setting is 10 mm (1/2").)
- Centre erase / Edge + Centre erase cannot be used in combination with dual page copy (p.47).
- Edge erase cannot be used in combination with 2 in 1 / 4 in 1 copy (p.51).
- Edge erase cannot be used when paper is fed from the bypass tray.
- Edge erase cannot be used in combination with card shot (p.56).
- Edge erase cannot be used when copying a special size original.
- Note that if the width of the erasure is too large, the edge of the image may be partially erased.
- The default setting for the erasure width can be changed. (p.121)

3

## 1 Place the original in the document feeder tray or on the document glass.

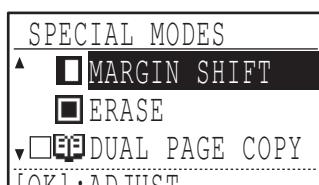
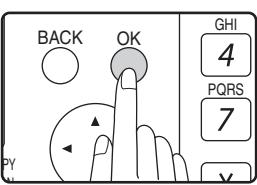


## 2 Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [▼] or [▲] key.



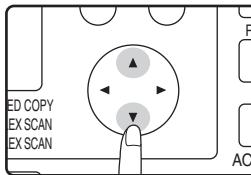
The function screen appears with "SPECIAL MODES" selected.

## 3 Press the [OK] key.

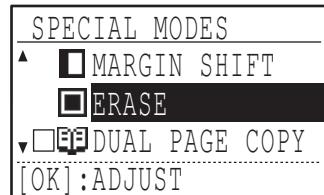


The special modes screen will appear.

## 4 Select "ERASE" with the [▼] or [▲] key.



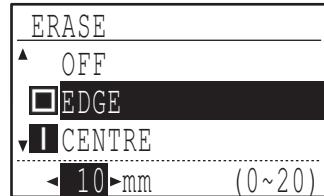
The edge erase settings screen will appear.



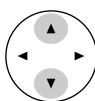
## 5 Press the [OK] key.



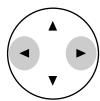
The edge erase settings screen will appear.



## 6 Select the desired erase mode with the [▼] or [▲] key.



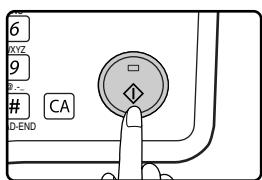
"EDGE", "CENTRE" or "EDGE+CENTRE" can be selected.

**7 Select the erasure width with the [◀] or [▶] key.**

If you select 0 mm (0"), the printed result is the same as when "OFF" is selected.

**8 Press the [OK] key.**

You will return to the base screen.

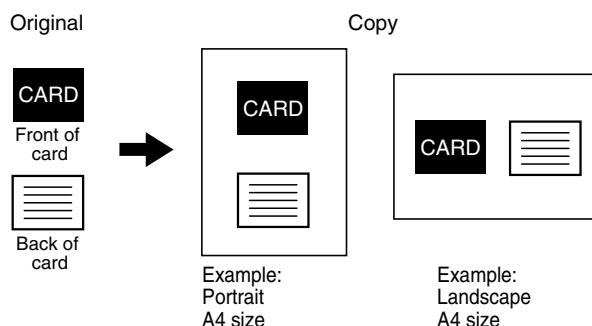
**9 Select other copy settings as needed and press the [START] key (◎).**

To cancel an edge erase setting, return to the edge erase settings screen and select "OFF".

# CARD SHOT

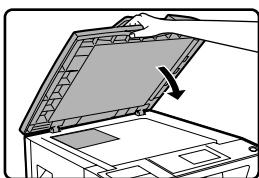
When copying a card, this function allows you to print the front and back sides of the card next to each other on a single sheet of paper.

This function creates 2 in 1 images of the front and back side of the card and centres them on the paper.

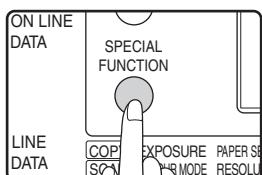


- Paper cannot be fed from the bypass tray.
- The card shot function cannot be used in combination with margin shift, edge erase, dual page copy, 2 in 1 / 4 in 1 copy, and XY zoom copy.
- When card shot is used, the rotation copy function does not operate.

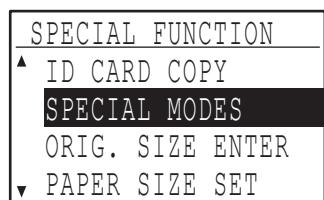
## 1 Place the original on the document glass.



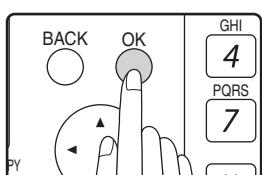
## 2 Press the [SPECIAL FUNCTION] key and select "SPECIAL MODES" with the [▼] or [▲] key.



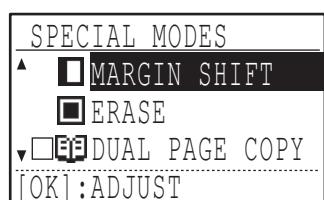
The special function screen will appear.



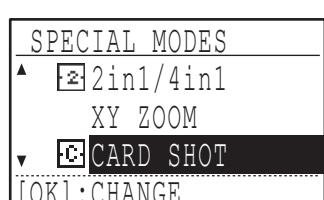
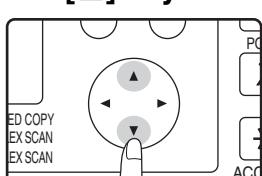
## 3 Press the [OK] key.



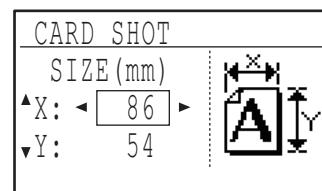
The special modes screen will appear.



## 4 Select "CARD SHOT" with the [▼] or [▲] key.



## 5 Press the [OK] key.

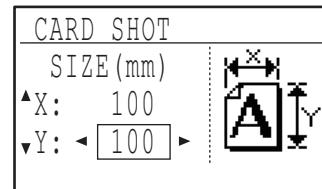
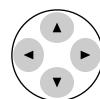


The card shot screen appears.



The default values for the length and width that initially appear when this screen is displayed can be set "CARD SHOT DEFAULT" (p.122) in the system settings.

## 6 Select "X" (width) with the [▼] or [▲] key and enter the width with the [◀] or [▶] key, and then do the same for the length (Y).



Any number from 25 mm to 210 mm (1" to 8-1/2") can be entered for the width, and any number from 25 mm to 210 mm (1" to 8-1/2") can be entered for the length.

## 7 Press the [OK] key.

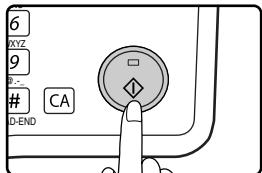


You will return to the base screen.

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**8** Press the [START] key (⑥).



The front side of the card is scanned.

**9** Turn the original over on the document glass.

**10** Press the [START] key (⑥).

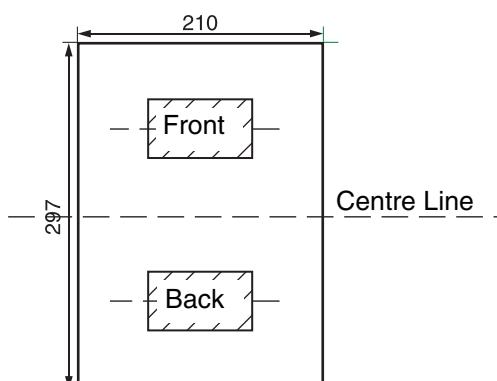


Copying will start after both sides of the original have been scanned.

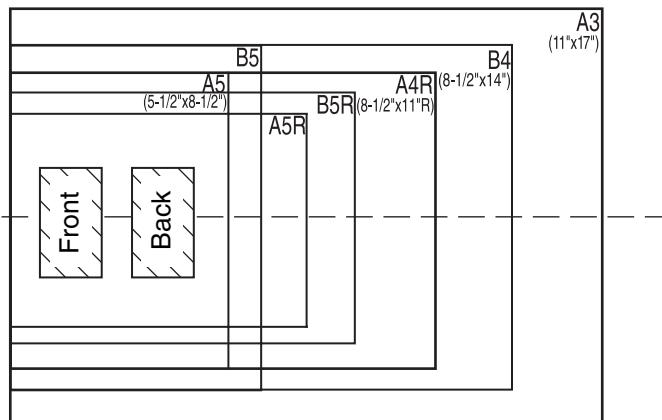
# ID CARD COPY

You can copy the front and back sides of ID card onto a page through this function, which can be used as margin shift function, too. The specified patterns of ID card copy are shown as follows.

A4 SIZE



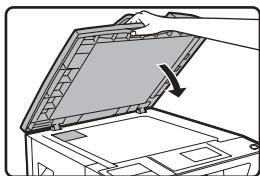
A5-A3 SIZE (Factory default setting)



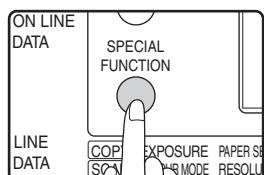
- Select the layout patterns as explained in "ID CARD SETTING" of SYSTEM SETTINGS (p.121) first, then follow the steps below to perform the copy.
- ID card copy feature cannot be used in combination with interrupt copy, two-sided copy, dual page copy, XY-zoom, margin shift, edge + centre erase, 2 in 1/4 in 1, sort/group and rotation copy functions.
- The following paper sizes can be used: A5, A5R, A4, A4R, B4, B5, B5R, A3 (5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R, 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17"). (A5, A5R (5-1/2" x 8-1/2", 5-1/2" x 8-1/2"R) can only be used in bypass tray.)
- When using A4 SIZE, the image may cut off even if using standard paper size.
- In ID card copy mode, scan area and scan number (1 page) cannot be changed. Scan area is: X: 54 + 5 mm (1/4") (margin), Y: 86 + 10 mm (1/2") (top margin 5 mm (1/4") and bottom margin 5 mm (1/4")).
- Auto paper selection and auto tray switch are invalid in ID card copy mode. Please select paper and tray manually.
- Only making a single copy is available (Number of copies cannot be set.).

3

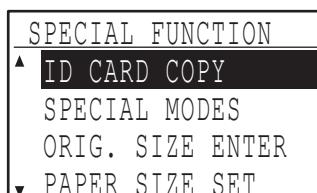
## 1 Place the ID card on the upper left corner of the document glass.



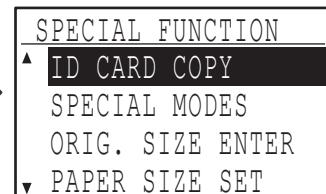
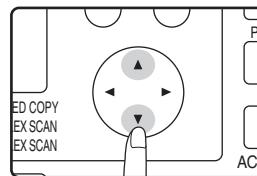
## 2 Press the [SPECIAL FUNCTION] key.



The special function screen will appear.



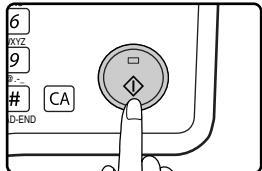
## 3 Select "ID CARD COPY" with the [▼] or [▲] key.



## 4 Press the [OK] key.



**5** Press the [START] key (◎).



Scanning of one side begins.

- Press the [READ-END] key to print only one side.

**6** Turn the ID card to the other side, and press the [START] key (◎). When scan finished, Copy will begin.



To cancel ID card copy, press the [CA] key.

This chapter explains how to use the printer functions.

The procedure for loading paper is the same as for loading copy paper. See "LOADING PAPER" (p.23).



- Print jobs received while the machine is copying or scanning will be stored in memory. When the copy job is finished, the print jobs will begin printing.
- Printing is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time.
- If an original misfeed occurs in the SPF/RSPF, printing will not be possible until the misfed original is removed and the SPF/RSPF is restored to a usable state.

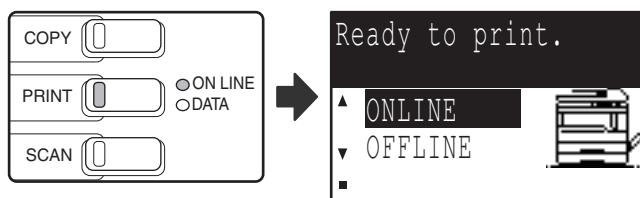
## BASIC PRINTING

The following example explains how to print a document from WordPad.

Before printing, make sure that the correct size of paper for your document has been loaded in the machine.

### 1 Make sure that the ONLINE indicator on the operation panel is lit.

If the ONLINE indicator is not on, press the [PRINT] key to switch to printer mode and then use the [ $\Delta$ ] key to select "ONLINE".



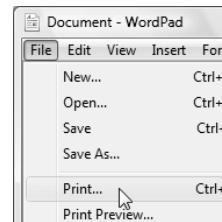
The status of the printer function is indicated by the ONLINE and DATA indicators above the [PRINT] key.

	<b>ONLINE indicator</b>	<b>DATA indicator</b>
<b>Lit</b>	The machine is online. Printing is possible.	There is print data in memory that has not been printed yet.
<b>Blinking</b>	A print job is being canceled.	Printing is in progress or data is being received.
<b>Off</b>	The machine is offline. Printing is not possible.	There is no print data in memory and print data is not being received.

### 2 Start WordPad and open the document that you wish to print.

### 3 Select "Print" from the application's "File" menu.

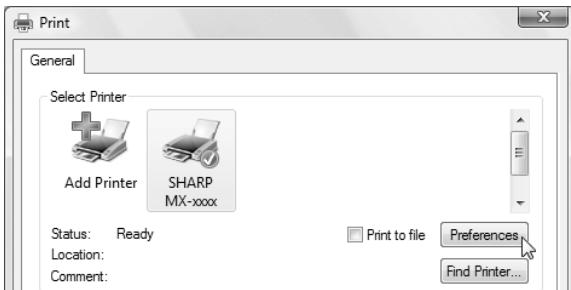
The "Print" dialog box will appear.



#### 4 Make sure that "SHARP MX-xxxx" is selected as the printer.

If you need to change any print settings, click the "Preferences" button to open the printer driver setup screen.

The printer driver setup screen will appear.



Windows 2000 does not have the "Preferences" button in this dialog box. Select settings as needed on each of the tabs in the setup screen and click the "OK" button.

"[PRINTER DRIVER SETTING SCREEN](#)" (p.63), "[PRINTING MULTIPLE PAGES ON ONE PAGE](#)" (p.64),

"[FITTING THE PRINTED IMAGE TO THE PAPER \(Fit To Paper Size\)" \(p.65\)](#), "[ROTATING THE PRINT IMAGE 180 DEGREES \(Rotate 180 degrees\)" \(p.65\)](#), "[PRINTING A WATERMARK" \(p.67\)](#), "[TWO-SIDED PRINTING" \(p.68\)](#)

#### 5 Click the "Print" button.

Printing begins. When printing begins, the Print Status Window automatically opens.

"[OUTLINE OF THE PRINT STATUS WINDOW" \(p.70\)](#)



##### When the job separator tray is installed

The output tray can be selected when selecting print settings at the time of printing. To change the tray selection, select the desired tray in "Output" in the "Paper" tab of the printer driver setup screen.

## IF THE TRAY RUNS OUT OF PAPER DURING PRINTING

Add paper to the tray that ran out or to the bypass tray. If you add paper to the bypass tray, press the [PRINT] key on the machine to switch to printer mode and select "BYPASS-TRAY". Printing will resume. Note that if the "AUTO TRAY SWITCHING" setting is selected in the "PAPER SIZE SET" (accessed by pressing the [SPECIAL FUNCTION] key) and there is the same size of paper in another tray, the machine will automatically switch to the other tray and continue printing.

## PAUSING A PRINT JOB

To pause a print job, press the [PRINT] key on the machine to switch to printer mode and then select "OFFLINE" with the [ $\blacktriangledown$ ] key. The machine pauses the print job and then goes offline.

- To cancel a print job, press the [C] key ( $\square$ ).
- To resume printing, select "ONLINE" with the [ $\blacktriangle$ ] key.

## HOW "BYPASS TRAY" AND "BYPASS MANUAL" DIFFER IN THE "PAPER SOURCE" SETTINGS

There are two bypass tray settings in "Paper Source" in the "Paper" tab of the printer driver setup screen:

- When "Bypass Tray" is selected, the print job is automatically printed on the paper in the bypass tray.
- When "Bypass Manual" is selected, the print job is not printed until paper is inserted into the bypass tray. If paper is already in the bypass tray, remove the paper and then re-insert it to begin printing.

# OPENING THE PRINTER DRIVER FROM THE "Start" BUTTON

You can open the printer driver and change the printer driver settings from the Windows "Start" button. Settings adjusted in this way will be the initial settings when you print from an application. (If you change the settings from the printer driver setup screen at the time of printing, the settings will revert to the initial settings when you quit the application.)

## 1 Click the "Start" button and select "Control Panel" and then select "Printer".

- In Windows 7, click the "Start" button, and then click "Devices and Printers".
- In Windows XP, click the "start" button, and then click "Printers and Faxes".
- In Windows 2000, click the "Start" button and point to "Settings", and then select "Printers".



In Windows XP, if "Printers and Faxes" does not appear in the "start" menu, select "Control Panel", select "Printers and Other Hardware", and then select "Printers and Faxes".

## 2 Click the "SHARP MX-XXXX" printer driver icon.

## 3 Select "Properties" from the "Organize" menu.

- In Windows 7, right-click the "SHARP MX-XXXX" printer driver icon, and then click "Printer properties".
- In Windows XP/2000, select "Properties" from the "File" menu.

## 4 Click the "Printing Preferences" button in the "General" tab.

In Windows 7, click the "Preferences" button in the "General" tab.

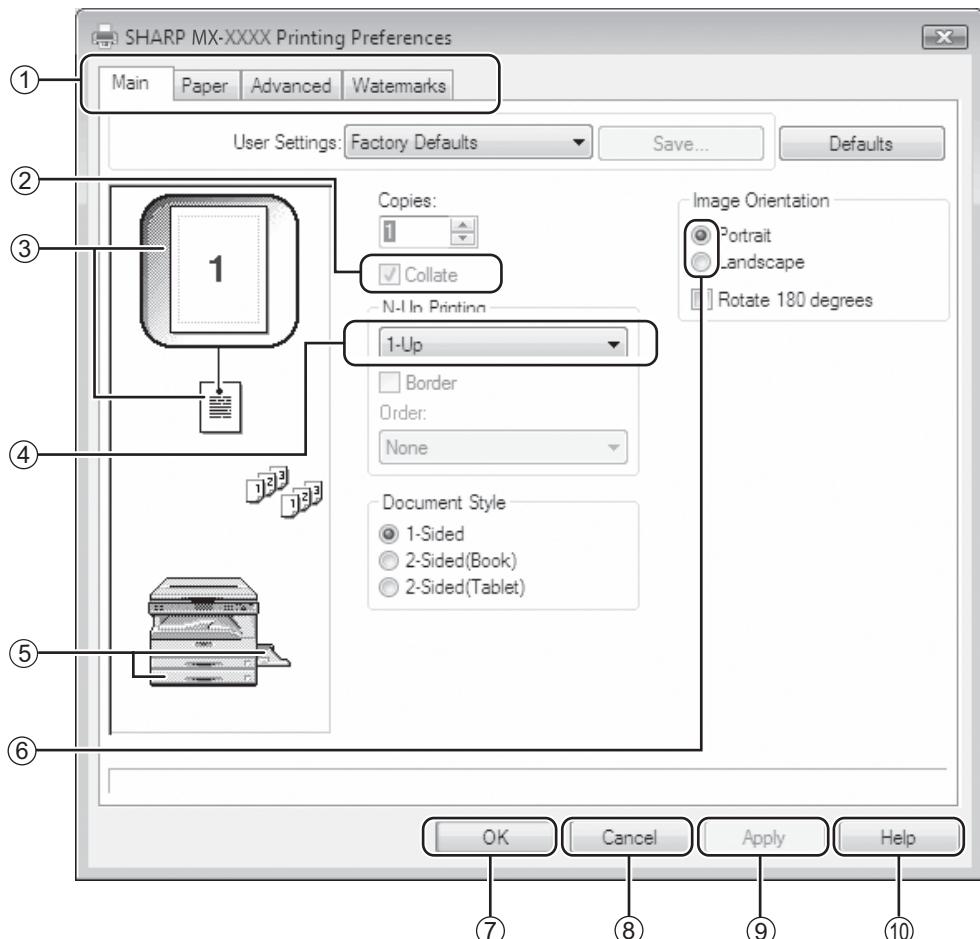
The printer driver setup screen will appear.

["PRINTER DRIVER SETTING SCREEN" \(p.63\)](#)

4

# PRINTER DRIVER SETTING SCREEN

Some restrictions exist on the combinations of settings that can be selected in the printer driver setup screen. When a restriction is in effect, an information icon ( ⓘ) will appear next to the setting. Click the icon to view an explanation of the restriction.



The settings and the image of the machine will vary depending on the model.

## ① Tab

The settings are grouped on tabs. Click on a tab to bring it to the front.

## ② Checkbox

Click on a checkbox to activate or deactivate a function.

## ③ Print setting image

This shows the effect of the selected print settings.

## ④ Drop-down list

Allows you to make a selection from a list of choices.

## ⑤ Image of paper trays

The tray selected in "Paper Selection" in the "Paper" tab appears in blue. You can also click on a tray to select it.

## ⑥ Check button

Allows you to select one item from a list of options.

## ⑦ "OK" button

Click this button to save your settings and exit the dialog box.

## ⑧ "Cancel" button

Click this button to exit the dialog box without making any changes to the settings.

## ⑨ "Apply" button

Click to save your settings without closing the dialog box.

## ⑩ "Help" button

Click this button to display the help file for the printer driver.

# PRINTING MULTIPLE PAGES ON ONE PAGE

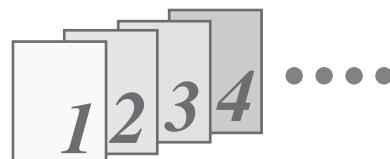
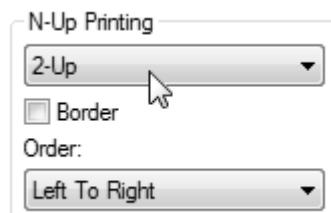
This function can be used to reduce the print image and print multiple pages on a single sheet of paper. This is convenient when you want to print multiple images such as photos on a single sheet of paper, and when you want to conserve paper. This function can also be used in combination with two-sided printing for maximum conservation of paper.

The following print results will be obtained, depending on the order selected.



The "N-Up Printing" setting is not available when "Fit To Paper Size" is selected.  
 "FITTING THE PRINTED IMAGE TO THE PAPER (Fit To Paper Size)" (p.65)

For example, when "2-Up", "4-Up" or "6-Up" is selected, the result will be as follows depending on the selected order.



N-Up	Left to Right	Right to Left
[2-Up]		

4

N-Up	Right, and Down	Down, and Right	Left, and Down	Down, and Left
[4-Up]				

N-Up	Right, and Down	Down, and Right	Left, and Down	Down, and Left
[6-Up]				

If you select the "Border" checkbox, borderlines will be printed around each page.



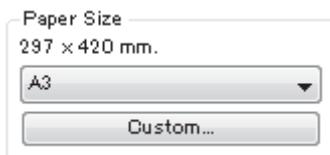
The order can be viewed in the print image in the printer driver setup screen.  
 "PRINTER DRIVER SETTING SCREEN" (p.63)

## FITTING THE PRINTED IMAGE TO THE PAPER (Fit To Paper Size)

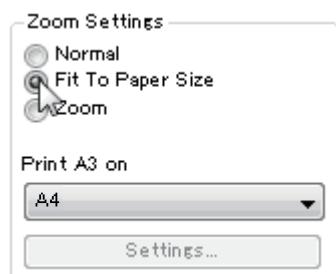
The printer driver can adjust the size of the printed image to match the size of the paper loaded in the machine. Follow the steps shown below to use this function. The explanation below assumes that you intend to print an A3 or Ledger size document on A4 or Letter size paper.

- 1 Click the "Paper" tab in the printer driver setup screen.**

- 2 Select the original size (A3 or Ledger) of the print image in "Paper Size".**



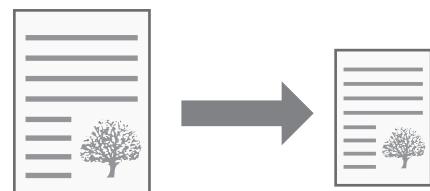
- 3 Check the "Fit To Paper Size" button.**



- 4 Select the actual size of paper to be used for printing (A4 or Letter).**

The size of the printed image will be automatically adjusted to match the paper loaded in the machine.

Paper Size: A3 or Ledger  
Fit To Paper Size: A4 or Letter

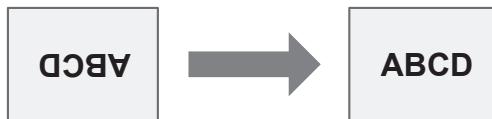


A3 or Ledger  
size document  
(Paper Size)

A4 or Letter size  
paper  
(Fit To Paper  
Size)

## ROTATING THE PRINT IMAGE 180 DEGREES (Rotate 180 degrees)

The feature rotates the image 180 degrees so that it can be printed correctly on paper that can only be loaded in one orientation (such as envelopes).



- 1 Click the "Main" tab in the printer driver setup screen.**

- 2 Check the "Rotate 180 degrees" box.**

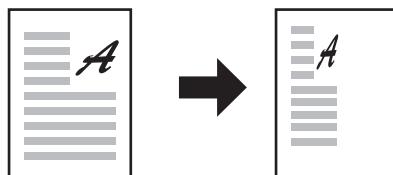


## ENLARGING/REDUCING THE PRINT IMAGE (Zoom)

This function is used to enlarge or reduce the image to a selected percentage. This allows you to enlarge a small image or add margins to the paper by slightly reducing an image.

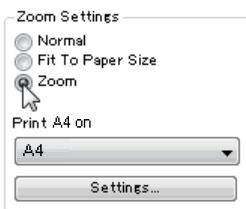


The "Zoom" setting is not available when "N-Up Printing" is selected.



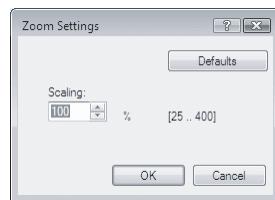
**1** Click the "Paper" tab in the printer driver setup screen.

**2** Select "Zoom" and click the "Settings" button.



The actual paper size to be used for printing can be selected from the pop-up menu.

**3** Select the zoom ratio.

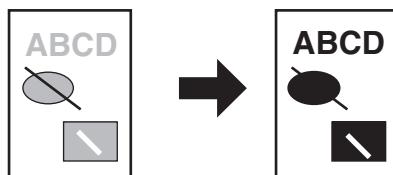


Directly enter a number or click the button to change the ratio in increments of 1%.

**4**

## PRINTING FAINT TEXT AND LINES IN BLACK (Text To Black/Vector To Black)

When printing a colour image, colour text and lines that are faint can be printed in black. (Raster data such as bitmap images cannot be adjusted.) This allows you to bring out colour text and lines that are faint and difficult to see.



**1** Click the "Advanced" tab in the printer driver setup screen.

**2** Check the "Text To Black" box and/or the "Vector To Black" box.



- Text To Black
- Vector To Black

- "Text To Black" can be selected to print all text other than white text in black.
- "Vector To Black" can be selected to print all vector graphics other than white lines and areas in black.

# ADJUSTING THE BRIGHTNESS AND CONTRAST OF THE IMAGE (Image Adjustment)

The brightness and contrast can be adjusted in the print settings when printing a photo or other image. These settings can be used for simple corrections when you do not have image editing software installed on your computer.

**1** Click the "Advanced" tab in the printer driver setup screen.

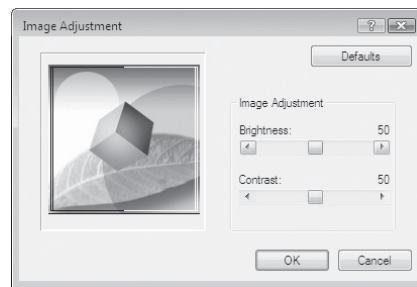
**2** Click the "Image Adjustment" button.



Text To Black

Vector To Black

**3** Adjust the image settings.



To adjust a setting, drag the slide bar or click the or button.

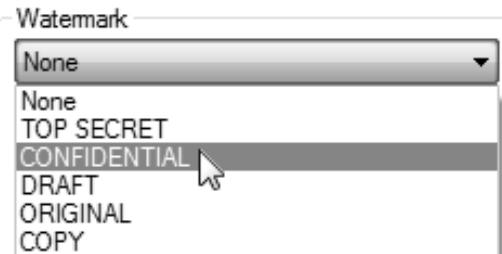
## PRINTING A WATERMARK

You can print a watermark such as "CONFIDENTIAL" on your document. To print a watermark, open the printer driver setup screen, click the [Watermarks] tab, and follow the steps below.

To open the printer driver, see "BASIC PRINTING" [\(p.60\)](#).

### How to Print a Watermark

From the "Watermark" drop-down list, select the watermark that you wish to print (for example "CONFIDENTIAL"), and start printing.



Print sample



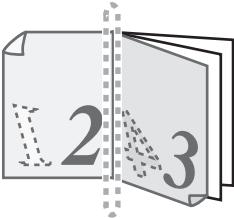
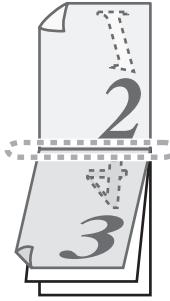
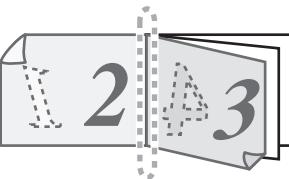
You can enter text to create your own custom watermark. For details on watermark settings, view printer driver Help. "PRINTER DRIVER SETTING SCREEN" [\(p.63\)](#)

## TWO-SIDED PRINTING

The machine can print on both sides of the paper. This function is useful for many purposes, and is particularly convenient when you want to create a simple pamphlet. Two-sided printing also helps conserve paper.



When using two-sided printing, select a source other than "Bypass Tray" for the "Paper Source" in the "Paper" tab.

Paper orientation	Printing result	
Vertical	2-Sided (Book) 	2-Sided (Tablet) 
Horizontal	2-Sided (Book) 	2-Sided (Tablet) 
	The pages are printed so that they can be bound at the side.	The pages are printed so that they can be bound at the top.

1 Click the "Main" tab in the printer driver setup screen.

2 Select "2-Sided(Book)" or "2-Sided(Tablet)".



# SAVING FREQUENTLY USED PRINT SETTINGS

Settings configured on each of the tabs at the time of printing can be saved as user settings. Saving frequently used settings or complex colour settings under an assigned name makes it easy to select those settings the next time you need to use them.

## SAVING SETTINGS AT THE TIME OF PRINTING (User Settings)

Settings can be saved from any tab of the printer driver properties window. Settings configured on each tab are listed at the time of saving, allowing you to check the settings as you save them.

For the steps for opening the printer driver, see "BASIC PRINTING" (p.60).

**1** Configure print settings on each tab and click the "Save" button on any tab.



**2** After checking the displayed settings, enter a name for the settings (maximum of 20 characters).



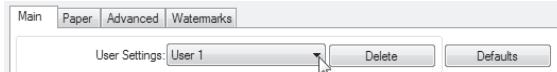
**Note**

- Up to 30 sets of user settings can be saved.
- A watermark that you created cannot be saved in user settings.

**3** Click the "OK" button.

## Using saved settings

Select the user settings that you wish to use on any tab.



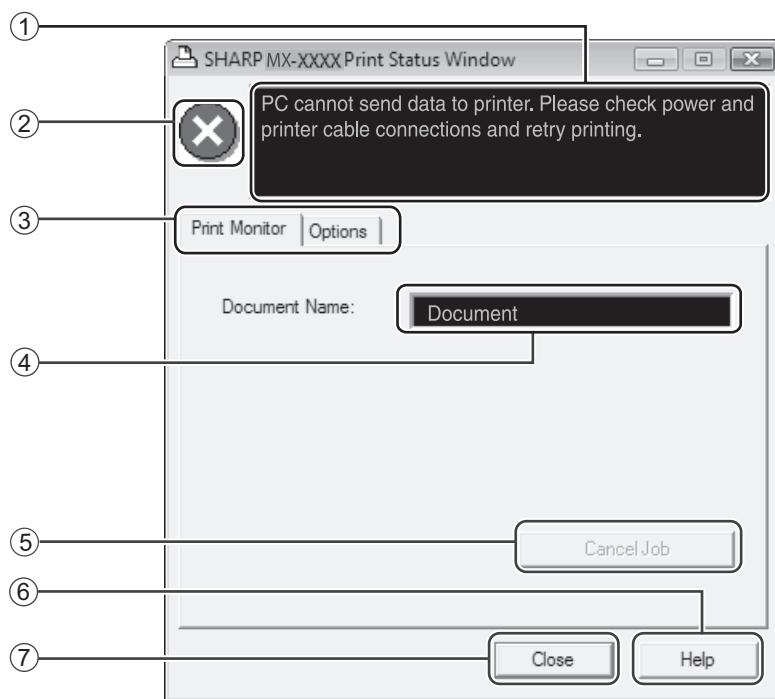
## Deleting saved settings

Select the user settings that you want to delete in "Using saved settings" (above), and click the "Delete" button.

# OUTLINE OF THE PRINT STATUS WINDOW

When printing begins, the Print Status Window automatically opens.

The Print Status Window is a utility that monitors the machine and shows the name of the document being printed and any error messages that occur.



## ① Status window

Provides information on the current status of the printer.

## ② Status icon

The status icons appear to alert you to printer errors. Nothing appears when printing is taking place normally.

The icons are explained below. Follow the instructions in the status window to solve the problem.

Icon	Print Status
	An error has occurred that requires immediate attention.
	An error has occurred that requires attention soon.

## ③ Tab

Click a tab to bring it to the front. The "Options" tab allows you to select display options for the Print Status Window.

## ④ Document Name

Shows the name of the document currently being printed.

## ⑤ "Cancel Job" button

Printing can be cancelled by clicking this button before the machine receives the job.

## ⑥ "Help" button

Click this button to display the help file for the Print Status Window.

## ⑦ "Close" button

Click this button to close the Print Status Window.

# 5 Chapter 5 SCANNER FUNCTIONS

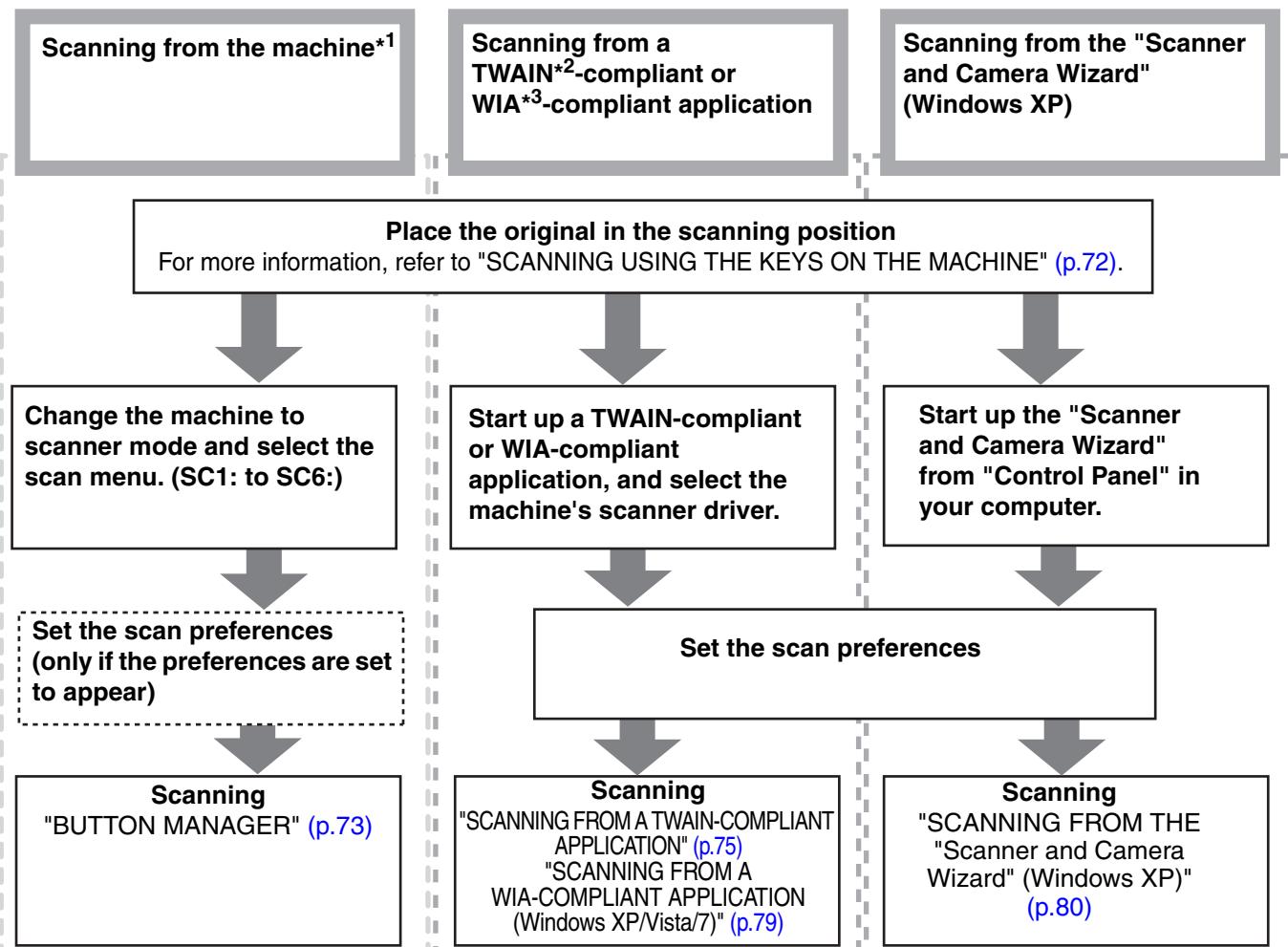
This chapter explains how to use the scanner functions.



- Scan jobs received while the machine is copying or printing will be stored in memory. When the copy job is finished, the scan jobs will begin.
- Scanning is not possible when the front or side cover is opened for machine maintenance, or when a misfeed occurs or the machine runs out of paper or toner, or when the drum cartridge reaches its replacement time.
- If an original misfeed occurs in the SPF/RSPF, scanning will not be possible until the misfed original is removed and the SPF/RSPF is restored to a usable state.

## SCANNING OVERVIEW

The flow chart shown below provides an overview of scanning.



\*1 To scan using the machine's operation panel, you must first install Button Manager and establish the appropriate settings in the Control Panel. For details, see "SETTING UP BUTTON MANAGER" (p.13).

\*2 TWAIN is an international interface standard for scanners and other image acquisition devices. By installing a TWAIN driver on your computer, you can scan and work with images using a variety of TWAIN-compliant applications.

\*3 WIA (Windows Imaging Acquisition) is a Windows function that allows a scanner, digital camera or other imaging device to communicate with an image processing application. The WIA driver for this machine can only be used in Windows XP/Vista/7.

# SCANNING USING THE KEYS ON THE MACHINE

The procedure for scanning using the [SCAN] key is explained in the following. When scanning is performed by this method, the previously specified application will automatically start and the scanned image will be acquired into the application.

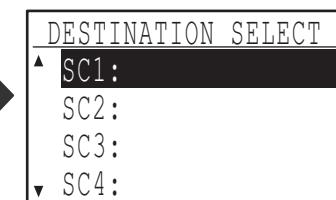
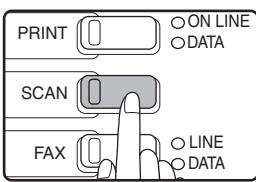


- Scanner mode cannot be used in the following situations:
  - A problem has occurred in the machine such as a paper misfeed or an open cover.
  - The system settings are being used.
  - The tray paper size is being set.
  - During copying or printing
  - During scanning of an original for a fax transmission (when the fax option is installed)
- If the machine is in copy mode, press the [SCAN] key to switch to scanner mode and clear the previously set copy settings.

## 1 Place the original(s) that you wish to scan on the document glass or in the SPF/RSPF.

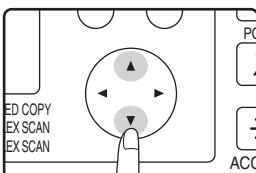
For information on how to place the original, see [\(p.29\)](#).

## 2 Press the [SCAN] key.



The [SCAN] key indicator lights up to indicate that the machine is in scanner mode and the destination selection screen appears in the display. A name can be entered in Button Manager for each of the destinations "SC1:" to "SC6:", which will appear in the format "SC1:XXXXX".

## 3 Use the [▼] or [▲] key to select the desired scan destination.

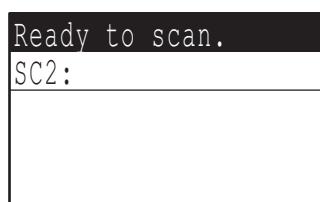
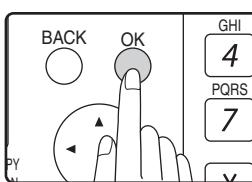


The following applications have been set at the factory for each of the scan destinations 1 to 6.

If you wish to change a setting, see "BUTTON MANAGER" [\(p.73\)](#).

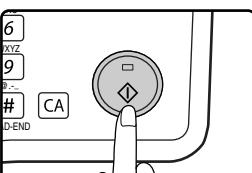
Scan Destination	Application that starts
SC1:	Sharpdesk
SC2:	Email
SC3:	FAX
SC4:	OCR
SC5:	Microsoft Word
SC6:	Filing

## 4 Press the [OK] key.



The selected destination appears.

## 5 Press the [START] key.



Scanning begins.

5



- The [COPY] key, [PRINT] key, or [FAX] key can be pressed in scanner mode to switch to the corresponding mode.
- For restrictions on using copy, printer, or fax mode while in scanner mode, or using scanner mode while in copy, printer, or fax mode, see "OPERATION IN COPY, PRINT, SCAN, AND FAX MODES" [\(p.21\)](#).

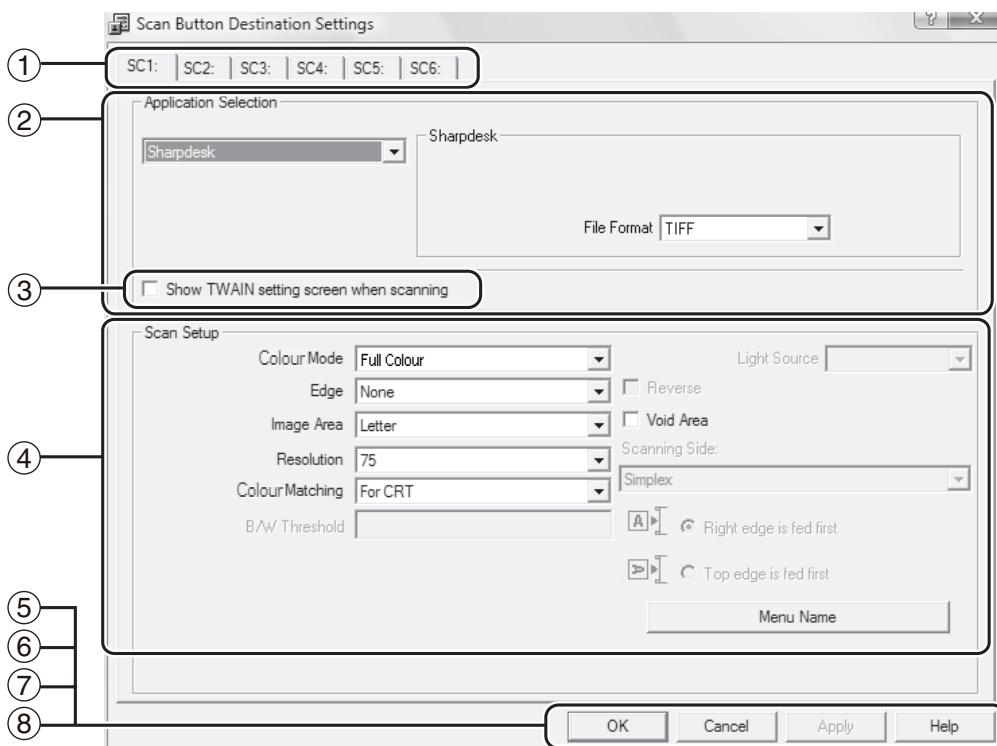
# BUTTON MANAGER

Button Manager is a software utility that allows the scanner function to be used by means of the [SCAN] key on the machine. The Button Manager software allows you to assign a destination application and scan settings to each of the six destinations on the machine.

To scan using the machine's operation panel, settings must be configured in the Control Panel after Button Manager is installed. To install Button Manager and configure settings, see "SETTING UP BUTTON MANAGER" (p.13).

## Setup window

To view Help for a setting, click the  button in the upper right-hand corner of the Button Manager setup window (Scan Button Destination Settings screen) and then click the setting.



① **Tab**

Click to set scan menu options. Each tab contains scan settings for the scan menu.

② **"Application Selection" area**

Select the start-up application here.

③ **"Show TWAIN setting screen when scanning" Checkbox**

You can select whether or not the TWAIN screen is shown. When the checkbox is selected, the TWAIN screen appears when scanning is executed to let you adjust the scanning conditions.

④ **"Scan Setup" area**

Set the scan conditions.



Some applications may limit your choice of settings.

⑤ **"OK" button**

Click to save your settings and exit the dialog box.

⑥ **"Cancel" button**

Click this button to exit the dialog box without making any changes to the settings.

⑦ **"Apply" button**

Click to save your settings without closing the dialog box.

⑧ **"Help" button**

Click this button to display the help file for Button Manager.



"Menu Name" is not used on this machine.

The scan settings for each of the six destinations can be changed in Button Manager.

To change the settings, see "BUTTON MANAGER SETTINGS" (p.74).

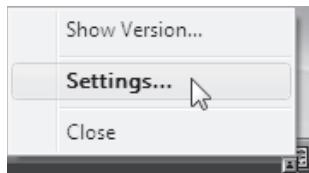
# BUTTON MANAGER SETTINGS

Once installed, Button Manager normally runs in the background in the Windows operating system. If you need to change Button Manager settings, follow the steps below.

For details on Button Manager settings, see Button Manager Help.

"BUTTON MANAGER" (p.73)

**1 Right-click the Button Manager icon ( ) on the task bar, and select "Settings" from the pop-up menu.**



The setting screen of Button Manager will open.

**Note** If the Button Manager icon does not appear on the task bar, click the "Start" button, select "All Programs" ("Programs" in Windows 2000), select "Sharp Button Manager AA", and then click "Button Manager" to start Button Manager.

**2 Click the tab of the scan menu that you want to set up.**

SC1: SC2: SC3: SC4: SC5: SC6:

**3 Select the start-up application in the "Application Selection" area.**

**Note** When the "Show TWAIN setting screen when scanning" checkbox is selected, the scan setting screen appears when scanning is executed to let you adjust the scanning conditions.

## Button Manager scan menu (factory default)

Display/Button Manager menu	Application that starts
SC1:	Sharpdesk
SC2:	Email
SC3:	FAX
SC4:	OCR
SC5:	Microsoft Word
SC6:	Filing

**Note** The start-up application must be installed before using.

**4 Set up the "Colour Mode", "Edge" and other scan settings in the "Scan Setup" area.**

- If you placed a two-sided original in the RSPF, select "Duplex-Book" or "Duplex-Tablet" as appropriate for the position of the binding on the original.
- The name of the tab can be changed. Click the "Menu Name" button and enter a new name. After entering a name, click the "Apply" button or "OK" button. This also changes the scan destination name that appears on the machine. (Example: SC1: XXXXX)

**Note**

- If you selected "Duplex-Book" or "Duplex-Tablet" from the "Scanning Side" menu, select "Right edge is fed first" or "Top edge is fed first" for the orientation of the original.
- For original sizes for which two-sided scanning is possible, see "SINGLE PASS FEEDER/REVERSING SINGLE PASS FEEDER" (p.107).
- Some settings cannot be selected in some applications.
- When "Show TWAIN setting screen when scanning" is selected, only "Menu name" can be selected.

**5 Click the "OK" button.**

This completes the settings.

# SCANNING FROM YOUR COMPUTER

The machine supports the TWAIN standard, making it possible to scan from TWAIN-compliant applications. The machine also supports WIA (Windows Image Acquisition), making it possible to scan from WIA-compliant applications and the "Scanner and Camera Wizard" in Windows XP. For information on TWAIN and WIA settings, see the help file for the scanner driver or Windows Help.

## SCANNING FROM A TWAIN-COMPLIANT APPLICATION

The SHARP scanner driver is compatible with the TWAIN standard, allowing it to be used with a variety of TWAIN-compliant applications.

### 1 Place the original(s) that you wish to scan on the document glass/SPF/RSPF.

For information on setting an original for scanning, refer to "SCANNING USING THE KEYS ON THE MACHINE" (p.72).

### 2 After starting TWAIN-compliant application, click the "File" menu and select a menu to scan.



The method for accessing the menu to select the scanner depends upon the application. For more information, refer to the manual or the help file of your application.

### 3 Select "SHARP MFP TWAIN AA", and click the "Select" button.



- If you are using Windows XP/Vista/7, you can also select "WIA-SHARP MX-XXXX" to scan using the WIA driver.  
"SCANNING FROM A WIA-COMPLIANT APPLICATION (Windows XP/Vista/7)" (p.79)
- Depending on your system, "SHARP MFP TWAIN AA 1.0 (32-32)" and "WIA-SHARP MX-XXXX 1.0 (32-32)" may appear in the above "Select Source" screen.

### 4 Select the menu to acquire an image from the application's "File" menu.

The scanner driver setup screen will appear.  
"Scanner driver settings" (p.77)

### 5 In the "Scanning Source" menu, select the location where you placed the original in Step 1.



- If you placed a one-sided original in the SPF/RSPF, select "SPF (Simplex)".

#### Only when using the RSPF:

- If you placed a two-sided original in the RSPF, select "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" according to the binding position of the original.



If you selected "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)" in the "Scanning Source" menu, select whether the orientation of the placed original is "Right edge is fed first" or "Top edge is fed first".

### 6 Click the "Preview" button.

The preview image will appear.



- If the angle of the image is not correct, reset the original, and click the "Preview" button again.
- If the preview image is not oriented correctly, click the "Rotate" button in the preview screen. This rotates the preview image 90 degrees clockwise, allowing you to correct the orientation without resetting the original. "Preview screen" (p.78)
- If you set multiple pages in the SPF/RSPF, the machine previews only the top page of the originals, and then sends it to the original exit area. Return the previewed original to the SPF/RSPF before starting the scanning job.

## 7 Specify the scanning area and set the scan preferences.

For information on specifying the scan area and setting the scan preferences, see scanner driver Help.

"Scanner driver settings" (p.77)

- Scanning a large area at high resolution results in a large quantity of data and a prolonged scanning time. It is recommended that you set appropriate scanning preferences for the type of original being scanned, i.e., Web page (monitor), Photo, FAX, or OCR.
- The scan resolution will vary depending on the scanning area and how much memory in the machine is free. For example, if a letter or A4 original is scanned in full color at 300 dpi with only the standard memory installed, the machine will scan the original in full color at 150 dpi and the scanner driver will enhance the resolution to 300 dpi.
- To scan a ledger or A3 original in full color at 600 dpi without using enhancement, the 256 MB memory option is required.

## 8 When you are ready to begin scanning, click the "Scan" button.

Scanning begins and the image is acquired into the application that you are using.

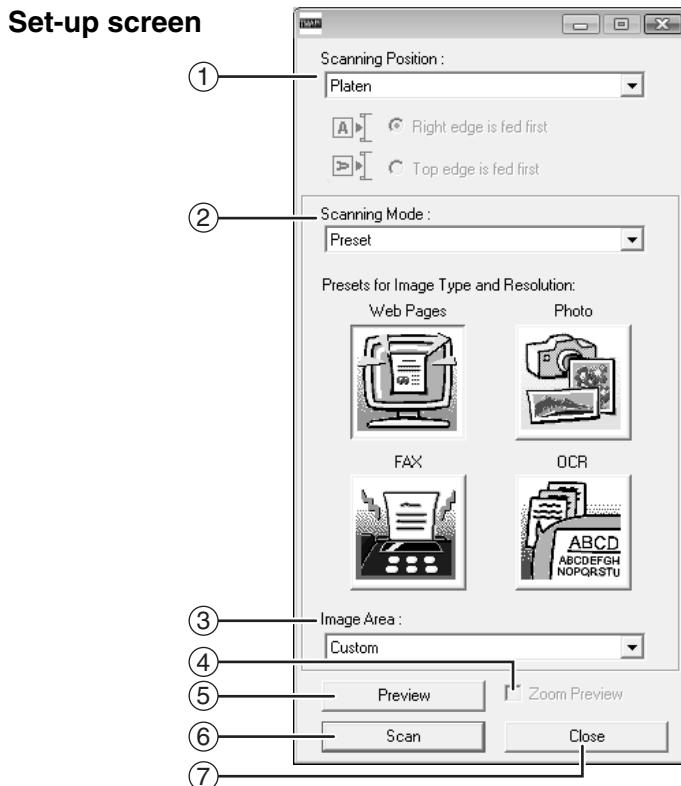
In the application, assign a file name and save the file.



To cancel a scanning job after the "Scan" button has been clicked, press the [Esc] key on your keyboard or the [C] key (C) or [CA] key (CA) on the operation panel.

## Scanner driver settings

The scanner driver setup screen consists of the "Set-up screen", which lets you select scan settings, and the "Preview screen", which shows the scanned image. For details on the scan settings, click the "Help" button in the preview screen to display Help.



**① "Scanning Position" menu ("Scanning Source" in some regions)**

Select the location where the original is placed. Selections are "Platen" (document glass), "SPF (Simplex)", "SPF (Duplex-Book)" or "SPF (Duplex-Tablet)".



On machines without an SPF/RSPF, this setting is fixed at "Platen".

**② "Scanning Mode" menu**

Select "Preset" or "Custom Settings" ("Standard" or "Professional" in some regions) for the scanning mode.

The "Preset (or Standard)" screen lets you select the original type as well as monitor, photo, fax, or OCR according to the purpose of scanning.

If you wish to change the default settings for these four buttons, or select custom settings such as the image type and resolution before scanning, switch to the "Custom Settings (or Professional)" screen.

For details on the settings, click the "Help" button in the preview screen to display Help.

**③ "Image Area" menu**

Set the scanning area. To scan the original size detected by the machine, select "Auto". The scanning area can also be specified as desired in the preview window.

**④ "Zoom Preview" checkbox**

When this is selected, the selected part of the preview image will be enlarged when the "Preview" button is clicked.

To return to the regular view, remove the checkmark.



[Zoom Preview] cannot be used when [SPF] is selected in the "Scanning Position" menu.

**⑤ "Preview" button**

Previews the document.



If [Preview] is canceled by immediately pressing the [Esc] key on your keyboard, or the [C] key (□) or [CA] key (□) on the machine, nothing will appear in the preview screen.

**⑥ "Scan" button**

("Scanning" in some regions)

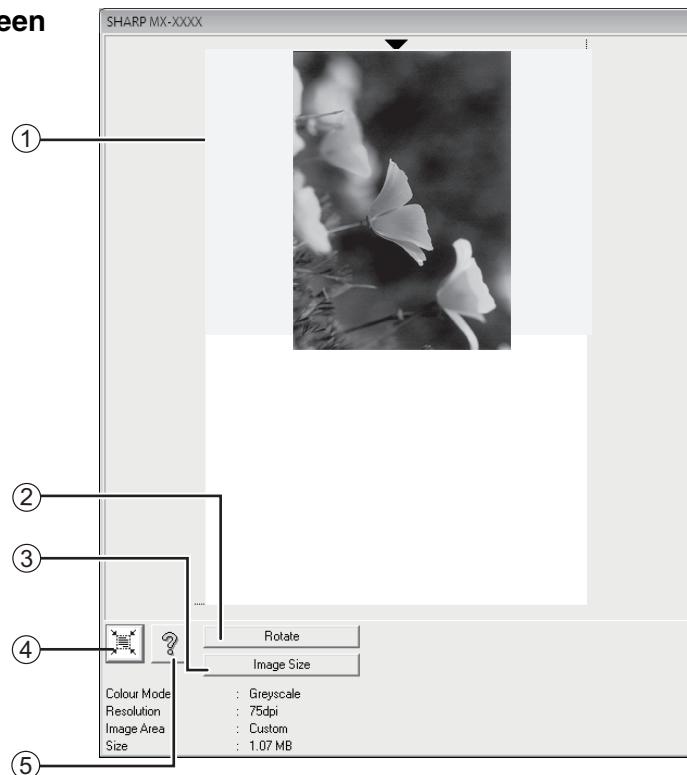
Click to scan an original using the selected settings. Before clicking the "Scan" button, make sure the settings are correct.



To cancel a scanning job after the "Scan" button is clicked, press the [Esc] key on your keyboard or the [C] key (□) or [CA] key (□) on the machine.

**⑦ "Close" button**

Click to close the scanner driver setup screen.

**Preview screen****① Preview screen**

Click the "Preview" button in the Set-up screen to display the scanned image. You can specify the scanning area by dragging the mouse inside the window. The inside of the frame that is created when you drag the mouse will be the scanning area. To cancel a specified scanning area and clear the frame, click anywhere outside the frame.

**② "Rotate" button**

Click to rotate the preview image 90 degrees clockwise. This allows the orientation to be corrected without resetting the original. Upon scanning, the image file is created in the orientation shown in the preview screen.

**③ "Image Size" button**

Click to open a dialog box that allows you to specify the scanning area by entering numbers. Pixels, mm, or inches can be selected for the units of the numbers. By initially specifying a scanning area, numbers can be entered to change that area relative to the top left corner as a fixed origin.

**④ "Auto Scan Area Judgement" button**

Click when the preview screen is displayed to automatically set the scanning area to the entire preview image.



Click the "Auto Scan Area Judgement" button to automatically set the scanning area to the entire preview image.  
Preview image  
Preview screen

5

**⑤ "Help" button**

Click to display the help file for the scanner driver.

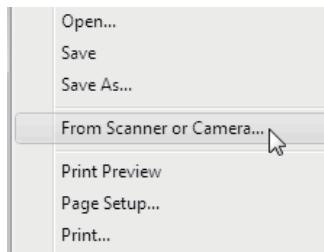
# SCANNING FROM A WIA-COMPLIANT APPLICATION (Windows XP/Vista/7)

If you are using Windows XP/Vista/7, you can use the WIA driver to scan from Paint and other WIA-compliant applications. The procedure for scanning using Paint is explained in the following.

## 1 Place the original that you wish to scan on the document glass/SPF/RSPF.

For information on setting an original for scanning, refer to "SCANNING USING THE KEYS ON THE MACHINE" (p.72).

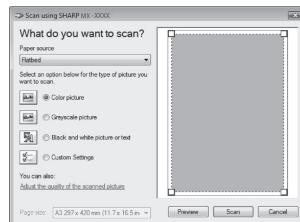
## 2 Start Paint and then click the "File" menu and select "From Scanner or Camera".



The scan screen of the WIA driver will appear.

**Note**  
If you have WIA drivers for other devices installed in your computer, the "Select Device" screen will open. Select "SHARP MX-XXXX" and click the "OK" button.

## 3 Select the paper source and picture type, and click the "Preview" button.



The preview image will appear.

If you placed the original on the document glass, select "Flatbed" for the "Paper source".

If you placed the original in the SPF/RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".



- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF/RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF/RSPF before starting the scanning job.
- In Windows XP, you can view Help for a setting. Click the ? button in the upper right-hand corner of the window and then click the setting.

## 4 Click the "Scan" button.

Scanning begins and the image is acquired into Paint.

Use "Save" in your application to specify a file name and folder for the scanned image, and save the image.

To cancel a scanning job after clicking the "Scan" button, click the "Cancel" button.

# SCANNING FROM THE "Scanner and Camera Wizard" (Windows XP)

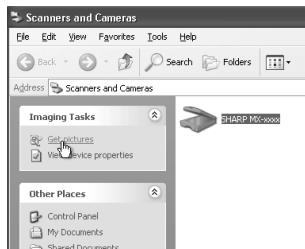
The procedure for scanning with the "Scanner and Camera Wizard" in Windows XP is explained here. The "Scanner and Camera Wizard" lets you scan an image without using a WIA-compliant application.

## 1 Place the original that you wish to scan on the document glass/SPF/RSPF.

For information on setting an original for scanning, refer to "SCANNING USING THE KEYS ON THE MACHINE" (p.72).

## 2 Click the "start" button, click "Control Panel", click "Printers and Other Hardware", and then click "Scanners and Cameras".

## 3 Click the "SHARP MX-XXXX" icon and then click "Get pictures" in "Imaging Tasks".



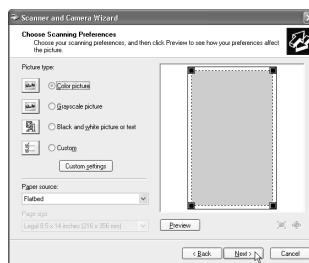
The "Scanner and Camera Wizard" will appear.

## 4 Click the "Next" button.



## 5 Select the "Picture type" and click the "Next" button.

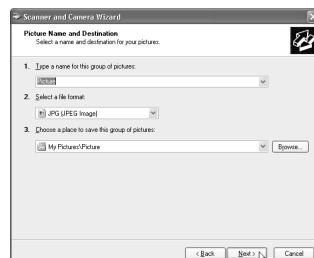
- If you placed the original on the document glass, select "Flatbed" for the "Paper source".
- If you placed the original in the SPF/RSPF, select "Document Feeder" for the "Paper source" and specify the original size in "Page size".
- You can click the "Preview" button to display the preview image.



- If an SPF/RSPF is not installed on your machine, the "Paper source" menu will not appear.
- If you select "Document Feeder" for the "Paper source" and click the "Preview" button, the top original in the SPF/RSPF is previewed. The previewed original is sent to the original exit area, so you will need to return it to the SPF/RSPF before starting the scanning job.
- To adjust the resolution, picture type, brightness and contrast settings, click the "Custom settings" button.

5

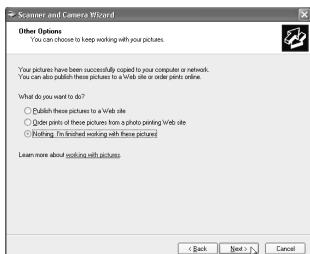
## 6 Specify a group name, format and folder for saving the image, and then click the "Next" button.



JPG, BMP, TIF or PNG can be selected for the format. To begin scanning, click the "Next" button.

---

**7 When scanning ends, the following screen will appear. Select the next task that you wish to perform, and then click the "Next" button.**



If you are ready to end the session, click "Nothing. I'm finished working with these pictures".

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**8 Click the "Finish" button.**



The "Scanner and Camera Wizard" closes and the scanned image is saved in the specified folder.

This chapter describes troubleshooting and misfeed removal.

## TROUBLESHOOTING

If you experience difficulty using the machine, check the following troubleshooting guide before calling for service. Many problems can be easily resolved by the user. If you are unable to solve the problem using the troubleshooting guide, turn off the power switch and unplug the machine, and contact your authorised service representative.

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# MACHINE/COPYING PROBLEMS

The following problems are related to the general operation of the machine and copying.

Problem	Cause and solution	Page
The machine does not operate.	<b>The machine is not plugged into a power outlet.</b> → Plug the machine into a grounded outlet.	—
	<b>Power switch OFF.</b> → Turn the power switch ON.	22
	<b>The machine is warming up.</b> → The machine requires about 25 seconds to warm up after the power switch is turned on. While the machine is warming up, copy settings can be selected but copying is not possible. Wait until "Ready to copy." appears.	22
	<b>The front cover or the side cover is not completely closed.</b> → Close the front cover or the side cover.	—
	<b>The machine is in auto power shut-off mode.</b> → When auto power shut-off mode has activated, only the START indicator blinks; all other indicators and the display are off. The machine returns to normal operation when the [START] key is pressed, when a print job or fax is received, or when scanning from a computer is started. * Except when print hold for the fax function is enabled.	22
Copies are too dark or too light.	<b>An appropriate exposure for the original has not been selected.</b> → Select a suitable exposure mode with the [EXPOSURE] key. If "TEXT" or "PHOTO" is selected, set an appropriate exposure level with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key. → If the copy is too light or too dark even though "AUTO" was selected with the [EXPOSURE] key, adjust the automatic exposure level. The automatic exposure level is adjusted in "EXPOSURE ADJUST" (p.121) in the system settings.	33
Blank copies.	<b>The original is not placed face up in the SPF/RSPF or face down on the document glass.</b> → Place the original face up in the SPF/RSPF or face down on the document glass.	29, 30
Part of the image is cut off or there is too much blank space.	<b>The original was not placed in the correct position.</b> → Place the original correctly.	29, 30
	<b>An appropriate ratio was not used for the size of the original and the size of the paper.</b> → Press the [AUTO IMAGE] key to have the copy made using the appropriate ratio for the original and paper.	35
	<b>The size of paper loaded in the tray was changed without changing the tray's paper size setting.</b> → Be sure to change the tray's paper size setting whenever you change the size of paper loaded in the tray.	26
Wrinkles appear in the paper or the image disappears in places.	<b>The paper is outside of the specified size and weight range.</b> → Use copy paper within the specified range.	23
	<b>Paper curled or damp.</b> → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	—

Problem	Cause and solution	Page
<b>Paper misfeed.</b>	<b>Misfeed occurs.</b> → To remove the misfeed, see "MISFEED REMOVAL".	92
	<b>The paper is outside of the specified size and weight range.</b> → Use copy paper within the specified range.	23
	<b>Paper curled or damp.</b> → Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.	—
	<b>Paper is not loaded properly.</b> → Make sure the paper is properly installed.	24
	<b>Pieces of paper inside machine.</b> → Remove all pieces of misfed paper.	92
	<b>Several sheets of paper stick together.</b> → Fan the paper well before loading it.	92
	<b>Too much paper is loaded in the tray.</b> → If the stack of paper is higher than the indicator line on the tray, remove some of the paper and reload so that the stack does not exceed the line.	24
	<b>The guides on the bypass tray do not match the width of the paper.</b> → Adjust the guides to match the width of the paper.	25
	<b>The bypass tray extension is not pulled out.</b> → When loading a large size of paper, pull out the extension.	25
	<b>The bypass paper feed roller is dirty.</b> → Clean the roller.	102
	<b>A5 (5-1/2" x 8-1/2") paper is loaded in lower paper tray or in the 250-sheet or 2 x 250-sheet paper feed unit.</b> → A5 (5-1/2" x 8-1/2") size paper must be loaded in upper paper tray or the bypass tray.	23, 24

Problem	Cause and solution	Page
<b>The original size is not automatically selected or the copy is not made on paper that matches the size of the original.</b>	<b>Was the SPF/RSPF (or document cover) opened completely when the original was placed on the document glass?</b> → Open the SPF/RSPF completely and then place the original on the document glass. Close the SPF/RSPF (or document cover).	43
	<b>The original is curled or folded.</b> → The original size cannot be correctly detected if the original is curled or folded. Straighten the original.	—
	<b>The original has many solid black areas.</b> → If the original includes solid black areas, the original size may not be detected automatically. Press the [SPECIAL FUNCTION] key and select "ORIG. SIZE ENTER" to specify the original size.	—
	<b>The machine is directly exposed to sunlight.</b> → Install in a location that is not exposed to sunlight.	—
	<b>The original is smaller than A5 (5-1/2" x 8-1/2") size.</b> → If the original is smaller than A5 (5-1/2" x 8-1/2"), the size cannot be detected. Follow the procedure in "USING THE BYPASS TRAY TO COPY A SPECIAL SIZE ORIGINAL" to make the copy.	36
<b>Copies are smudged or dirty.</b>	<b>The document glass or the underside of the document cover/SPF/RSPF is dirty.</b> → Clean regularly.	101
	<b>Original smudged or blotchy.</b> → Use a clean original.	—
<b>White or black lines appear on copies.</b>	<b>The scanner glass for the SPF/RSPF is dirty.</b> → Clean the long, narrow scanning glass.	101
	<b>The transfer charger is dirty.</b> → Clean the transfer charger.	102
<b>Paper size for a paper tray cannot be set.</b>	<b>Copying or printing is performed.</b> → Set the paper size after copying or printing is complete.	—
	<b>The machine has stopped temporarily due to running out of paper or a misfeed.</b> → Load paper or remove the misfeed, and then set the paper size.	24, 92
	<b>An interrupt copy job is in progress.</b> → Set the paper size after the interrupt copy job is finished.	48
	<b>The display or the DATA indicator is blinking.</b> → Data is being held in memory. Print the data in memory or clear it from memory.	49, 51
<b>A copy job stops before it is finished.</b>	<b>The paper output tray is full.</b> → Long copy runs are automatically paused every 250 copies. Remove the copies in the paper output tray and press the [START] key (⌚) to resume copying.	34
	<b>The tray is out of paper.</b> → Load paper.	24

Problem	Cause and solution	Page
<b>The display turns off.</b>	<b>Any other indicators turned off.</b> → If other indicators are lit, the machine is in "Preheat mode". Press any key on the operation panel to resume normal operation.	22
	<b>START indicator blinks.</b> → The machine is in auto power shut-off mode. Press the [START] key (⌚) to resume normal operation.	22
<b>Lighting fixture flickers.</b>	<b>The same power outlet being used is for the lighting fixture and the machine.</b> → Connect the machine to a power outlet which is not used for other electric appliances.	—

# PRINTING AND SCANNING PROBLEMS

In addition to this section, troubleshooting information can also be found in the README files for each of the software programs. To view a README file, see "INSTALLING THE SOFTWARE" (p.7).

Problem	Cause and solution	Page
<b>The machine does not print.</b> (ONLINE indicator does not blink.)	<p><b>The machine is set to off-line mode.</b> → If the ONLINE indicator is not on, press the [PRINT] key to switch to printer mode and then use the [▲] key to select "ONLINE".</p> <p><b>The machine is not correctly connected with your computer.</b> → Check both ends of the printer cable and make sure you have a solid connection. Try a known good cable. For information on cables, see "SPECIFICATIONS (PRINTER AND SCANNER)".</p> <p><b>Copy job is performed.</b> → Wait until the copy job is complete.</p> <p><b>Your machine is not selected correctly in the current application for the print job.</b> → When choosing "Print" from the "File" menu located in applications, be sure you have selected "SHARP MX-XXXX" (where XXXX is the model name of your machine) printer displayed in the "Print" dialog box.</p> <p><b>The printer driver has not been installed properly.</b> → Follow these steps to check and see if the printer driver is installed.            1 Click the "Start" button, click "Control Panel", and then click "Printer".            In Windows 7, click the "Start" button, and then click "Devices and Printers".            In Windows XP, click the "start" button, and then click "Printers and Faxes".            In Windows 2000, click the "Start" button, select "Settings" and then click "Printers".            2 If the "SHARP MX-XXXX" printer driver icon is shown but you still cannot print, the printer driver may not have been installed correctly. In this case, delete the software and then reinstall it.</p>	60  10, 104  —  —  —  —
<b>The machine does not print.</b> (DATA indicator does not blink.)	<p><b>The machine is not correctly connected with your computer.</b> → Check both ends of the printer cable and make sure you have a solid connection. For information on cables, see "SPECIFICATIONS (PRINTER AND SCANNER)".</p> <p><b>The port setting is not correct.</b> → Printing is not possible if the printer driver port setting is not correct. Set the port correctly.</p> <p><b>Printing is disabled.</b> → If "CANCEL JOBS OF INVALID ACCOUNTS" is enabled in the system settings, printing will not be possible. Consult the administrator.</p>	104  11  116
<b>The machine does not print.</b> (ONLINE indicator was blinking.)	<p><b>The tray size settings are not the same on the machine and in the printer driver.</b> → Make sure that the same tray paper size is set on the machine and in the printer driver. To change the tray's paper size setting on the machine, see "CHANGING THE PAPER SIZE SETTING OF A TRAY" or see "CONFIGURING THE PRINTER DRIVER" to change it in the printer driver.</p> <p><b>The specified size of paper has not been loaded.</b> → Load the specified size of paper in the paper tray.</p>	12, 26  24

Problem	Cause and solution	Page
<b>A Notice Page (NP-001) has been printed, but the print data has not been printed completely.</b>	<p><b>A print job containing more data than can be held in the print memory is sent to the machine.</b></p> <ul style="list-style-type: none"> <li>→ Disable the ROPM function on the "Configuration" tab of the printer driver setup screen. If you need to use the ROPM function, divide the pages of the print data into two or more print jobs.</li> <li>→ The memory allocated to the printer function can be changed in the system setting "MEM. FOR PRINTER".</li> </ul>	117
<b>Printing is slow.</b>	<p><b>Simultaneous use of two or more application software programs.</b></p> <ul style="list-style-type: none"> <li>→ Start printing after quitting all unused application software programs.</li> </ul>	—
<b>The printed image is light and uneven.</b>	<p><b>The paper is loaded so that printing takes place on the back side of the paper.</b></p> <ul style="list-style-type: none"> <li>→ Some paper types have a front and back side. If the paper is loaded so that printing takes place on the back side, toner will not adhere well to the paper and a good image will not be obtained.</li> </ul>	24
<b>The printed image is dirty.</b>	<p><b>You are using paper that is outside the specified size and weight range.</b></p> <ul style="list-style-type: none"> <li>→ Use copy paper within the specified range.</li> </ul>	23
	<p><b>Paper curled or damp.</b></p> <ul style="list-style-type: none"> <li>→ Do not use curled or crimped paper. Replace with dry copy paper. During periods when the machine is not used for a long time, remove the paper from the tray and store it in a dark place in a bag to prevent moisture absorption.</li> </ul>	—
	<p><b>You did not set sufficient margins in the paper settings of your application.</b></p> <ul style="list-style-type: none"> <li>→ The top and bottom of the paper may be dirty if the margins are set outside of the specified print quality area.</li> <li>→ Set the margins in the software application within the specified print quality area.</li> </ul>	—
<b>The printed image is skewed or it runs off the paper.</b>	<p><b>The paper loaded in the tray is not the same size as that specified in the printer driver.</b></p> <ul style="list-style-type: none"> <li>→ Check if the "Paper Size" options suit the size of the paper loaded in the tray.</li> <li>→ If the "Fit To Paper Size" setting is activated, make sure that the paper size selected from the drop-down list is the same as the size of the loaded paper.</li> </ul>	—
	<p><b>The orientation of document setting is not correct.</b></p> <ul style="list-style-type: none"> <li>→ Click the "Main" tab in the printer driver setup screen, and verify if the "Image Orientation" option is set to your requirements.</li> </ul>	—
	<p><b>Paper is not loaded properly.</b></p> <ul style="list-style-type: none"> <li>→ Make sure the paper is properly loaded.</li> </ul>	24
<b>The margins are not set correctly in the application.</b>	<p><b>You did not correctly specify the margins for the application in use.</b></p> <ul style="list-style-type: none"> <li>→ Check the layout of the document margins and the paper size settings for the application you are using. Also check if the print settings are specified correctly to suit the paper size.</li> </ul>	—
	<p><b>The image orientation setting in the printer driver is not correct.</b></p> <ul style="list-style-type: none"> <li>→ Click the [Paper] tab in the printer driver setup screen and make sure the "Image Orientation" setting is correct.</li> </ul>	63
	<p><b>Paper is not loaded properly.</b></p> <ul style="list-style-type: none"> <li>→ Make sure the paper is properly loaded.</li> </ul>	23
<b>The margins are not set correctly in the application.</b>	<p><b>The margins are not set correctly in the application.</b></p> <ul style="list-style-type: none"> <li>→ Check the paper size and margin settings in the application. Also make sure that the print settings are correct for the paper size.</li> </ul>	—

Problem	Cause and solution	Page
<b>The printed image is darker or lighter than expected.</b>	<p><b>The setting for the print density is not appropriate.</b></p> <ul style="list-style-type: none"> <li>→ You can adjust the print density on the printer driver. Click the "Advanced" tab in the printer driver setup screen, and click the "Compatibility" button. Select the "Print Density Level" from 1 (light) to 5 (dark).</li> </ul>	–
<b>Poor scanning quality.</b>	<p><b>The document glass or the underside of the document cover/SPF/RSPF is dirty.</b></p> <ul style="list-style-type: none"> <li>→ Clean regularly.</li> </ul>	101
	<p><b>Original smudged or blotchy.</b></p> <ul style="list-style-type: none"> <li>→ Use a clean original.</li> </ul>	–
	<p><b>You have not specified a suitable resolution.</b></p> <ul style="list-style-type: none"> <li>→ Make sure that the resolution setting in the scanner driver is appropriate for the original.</li> </ul>	–
	<p><b>You are scanning a large area (for example an entire A3 (11" x 17")) at high resolution.</b></p> <ul style="list-style-type: none"> <li>→ If you attempt to scan a large area at high resolution and there is insufficient memory in the machine to hold the scanned data, scanning will take place at a lower resolution and the scanner driver will enhance the data to make up for the lower resolution. However, the quality of the enhanced image will not be as high as if scanning took place at the higher resolution. Use a lower resolution setting, or scan a smaller area.</li> </ul>	–
	<p><b>You have not specified a suitable value for the "B/W Threshold" setting.</b></p> <ul style="list-style-type: none"> <li>→ If you are scanning with a TWAIN-compliant application, make sure that a suitable value is specified for the "B/W Threshold" setting. A larger threshold value makes your output darker, while a small threshold value makes it lighter. To adjust the threshold automatically, click the "Auto Threshold" button on the "Image" tab of the "Professional" screen.</li> </ul>	–
	<p><b>The brightness and contrast settings are not suitable.</b></p> <ul style="list-style-type: none"> <li>→ If you are scanning with a TWAIN-compliant application and the resulting image has unsuitable brightness or contrast (for example it is too bright), click the "Auto Brightness/Contrast Adjustment" button on the "Colour" tab of the "Professional" screen. Click the "Brightness/Contrast" button to adjust the brightness and the contrast while viewing the scanned output image on the screen. If you are scanning with a WIA-compliant application or the "Scanner and Camera Wizard", click "Adjust the quality of the scanned picture" or the "Custom settings" button, and adjust the brightness and contrast in the screen that appears.</li> </ul>	–
	<p><b>The original is not placed face up in the SPF/RSPF or face down on the document glass.</b></p> <ul style="list-style-type: none"> <li>→ Place the original face up in the SPF/RSPF or face down on the document glass.</li> </ul>	29, 30
	<p><b>The original was not placed in the correct position.</b></p> <ul style="list-style-type: none"> <li>→ Place the original correctly.</li> </ul>	29, 30

Problem	Cause and solution	Page
<b>Unable to scan the image.</b>	<b>If scanning is not possible, shut down your computer, turn off the machine's power switch, and unplug the machine's power cord. Next, start your computer, restore power to the machine, and try scanning again. If scanning is still not possible, check the following items.</b>	—
	<b>Your application is not TWAIN/WIA compliant.</b> → If your application is not TWAIN/WIA compliant, scanning will not be possible. Make sure your application is TWAIN/WIA compliant.	—
	<b>You have not selected the scanner driver of the machine in your application.</b> → Make sure that the machine's scanner driver is selected in your TWAIN/WIA-compliant application.	—
	<b>You have not specified all scanning preferences appropriately.</b> → Scanning a large area at high resolution results in a large amount of data and extended scanning times. The scanning preferences should be set appropriately for type of original to be scanned, i.e., Text, Text/Graphics, Photograph.	—
	<b>There is not enough machine memory.</b> → The scan resolution will vary depending on the scanning area and how much memory in the machine is free.	—
<b>Scanner transfer speed is slow.</b>	<b>Your computer does not meet the system requirements for the USB 2.0 interface (Hi-Speed mode).</b> → See "System requirements for USB 2.0 (Hi-Speed mode)" to configure your system as required.	10

# INDICATORS AND DISPLAY MESSAGES

If one of the following messages appears in the display, take prompt action as instructed by the message.

Message	Action
█ (Maintenance icon)	It is time for regular maintenance. Contact your authorised service representative.
⌚ (Developer replacement required icon)	Developer is required. Contact your authorised service representative as soon as possible.
⚠ Maintenance required. Call for service.	Maintenance required soon. Contact your authorised service representative.
⚠ Call for service. **-**	Turn off the power and then turn it back on. If this does not clear the message, write down the 2-digit main code and 2-digit sub-code ("**-**"), turn off the power, and promptly contact your authorised service representative.
⋮ (Toner cartridge replacement required icon)	The toner cartridge must be replaced soon.
⚠ Check the toner cartridge.	Check to see if the toner cartridge has been installed properly.
Remove paper from the output tray and press [OK].	The number of sheets in the output tray (centre tray or top tray) has reached the limit. Remove the paper.
⚠ Load <*> paper into tray <*>.	The paper size specified for the tray is different from the actual size. <a href="#">(p.26)</a>
Memory is full.	The memory became full while scanning the originals. Press the [START] key (⑧) to copy only the originals that have been scanned, or press the [CA] key to cancel the job. An optional memory board (MX-EB14) can be installed to increase the original scanning capacity. Memory can be expanded to a maximum of 256 MB (128 MB of expansion memory).

<\*>: Tray number

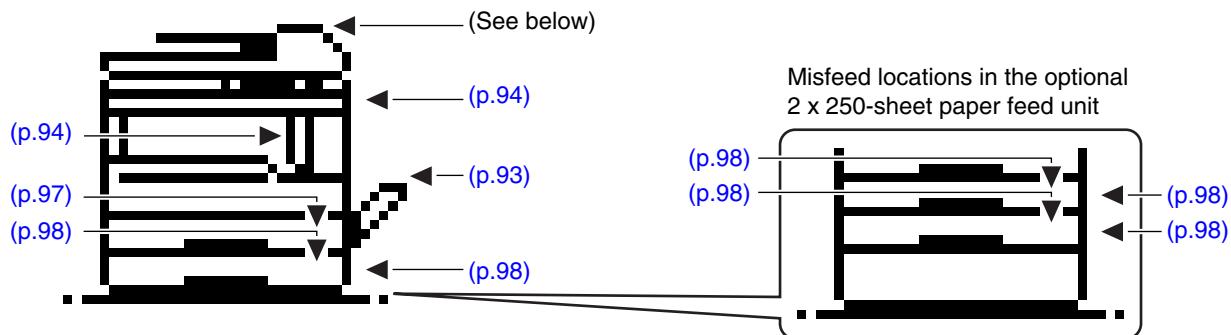
<\*>: Size of paper that should be loaded

# MISFEED REMOVAL

When a misfeed occurs during copying, the message "⚠ Clear paper path." and the location of the misfeed will appear. Check the location and remove the misfeed.

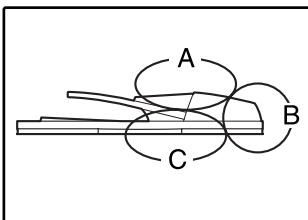


The paper may tear when you remove a misfeed. In this event, be sure to remove all torn pieces of paper from the machine, taking care not to touch the photoconductive drum (the green part). Any scratches or damage to the surface of the drum will cause dirty copies.



## MISFEED IN THE SPF/RSPF

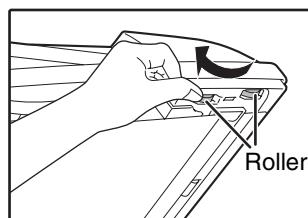
### 1 Remove the misfed original.



Check sections A, B, and C in the left shows the illustration (see the next page), and remove the misfed original.

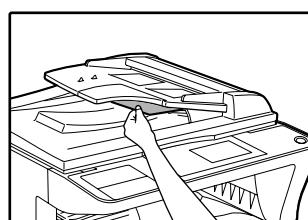
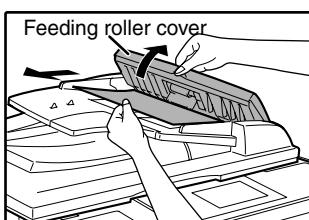
#### Section B

Open the SPF/RSPF and rotate the two release rollers in the direction of the arrow to feed the original out. Close the SPF/RSPF and then remove the original.

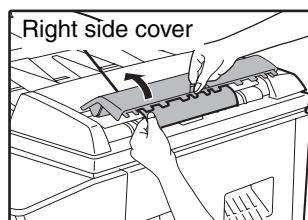


#### Section A

Open the feeding roller cover and remove the misfed original from the document feeder tray. Close the feeding roller cover.

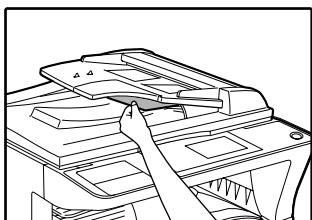


If a small original (A5 (5-1/2" x 8-1/2"), etc.) is misfed, open the right side cover and remove the original. Close the right side cover.

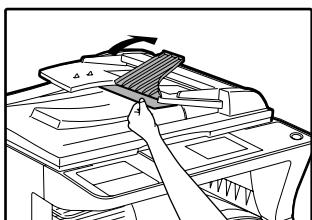


**Section C**

Remove the misfed original from the exit area.



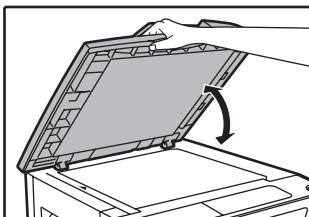
If the misfed original cannot be easily removed from the exit area, open the moveable part of the document feeder tray and remove the original.



**3** Return the originals indicated by the minus number in the display to the document feeder tray and press the [START] key (◎).

Copying will resume from the originals that still remained when the misfeed occurred.

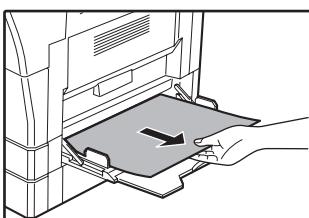
**2** Open and close the SPF/RSPF to make the misfeed location indicator stop blinking.



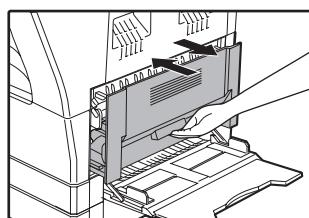
You can also make the misfeed indicator stop blinking by opening and closing the feeding roller cover or the right side cover.

**MISFEED IN THE BYPASS TRAY**

**1** Gently pull the misfed paper out.



**2** Open and close the side cover.



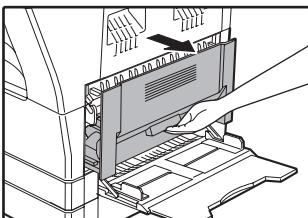
The message "⚠ Clear paper path." will be cleared and copying will be possible.



- When closing the side cover, press down on the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.

# MISFEED IN THE MACHINE

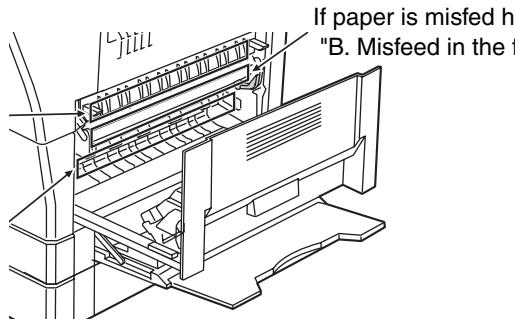
## 1 Open the bypass tray and the side cover.



If the misfed paper is visible here, go to "C. Misfeed in the transport area" (p.96).

If paper is misfed here, go to "A. Misfeed in the paper feed area" (p.94).

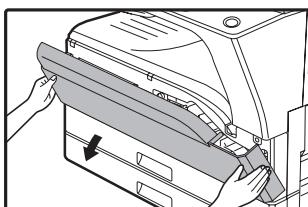
## 2 Check the misfeed location. Remove the misfed paper following the instructions for each location in the illustration below.



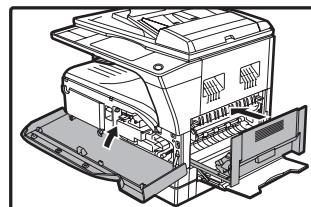
If paper is misfed here, go to "B. Misfeed in the fusing area" (p.95).

## A. Misfeed in the paper feed area

### 1 Push gently on both ends of the front cover and open it.

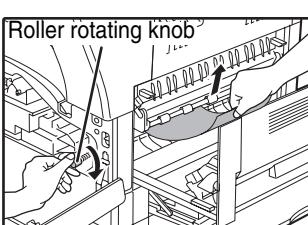


### 3 Close the front cover and side cover.



The message "⚠ Clear paper path." will be cleared and copying will be possible.

### 2 Carefully remove the misfed paper. Turn the roller rotating knob in the direction of the arrow to assist in removing it.



Be careful not to tear the misfed paper during removal.

- When closing the front cover, gently hold both ends.
- When closing the side cover, press on the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.



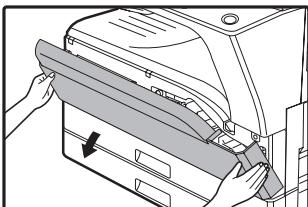
**The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.**



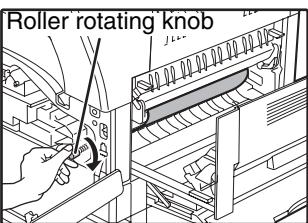
**Do not touch the photoconductive drum (green portion) when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.**

## B. Misfeed in the fusing area

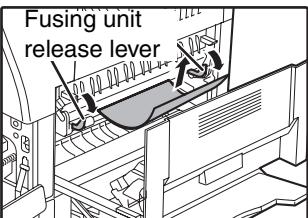
**1** Push gently on both ends of the front cover and open it.



**2** Turn the roller rotating knob in the direction of the arrow.



**3** Carefully remove the misfed paper. Lower the fusing unit release levers to allow easier removal.



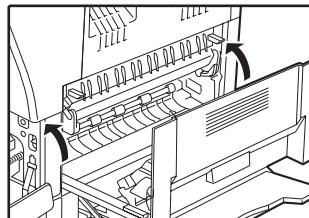
Be careful not to tear the misfed paper during removal.

**⚠ Warning** The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.

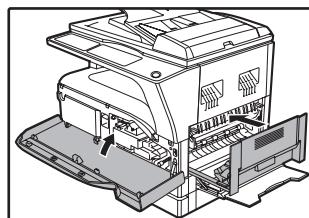
**❗ Caution**

- Do not touch the photoconductive drum (green portion) when removing the misfed paper. Doing so may damage the drum and cause smudges on copies.
- Be careful about unfixed toner on the misfed paper not to soil your hands or clothes.

**4** Lift the fusing unit release levers, to return them to their operating positions.



**5** Close the front cover and side cover.



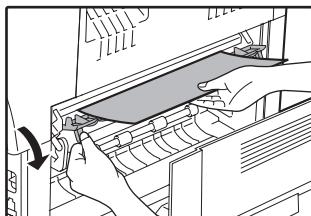
The message "⚠ Clear paper path." will be cleared and copying will be possible.



- When closing the front cover, gently hold both ends.
- When closing the side cover, press on the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.

## C. Misfeed in the transport area

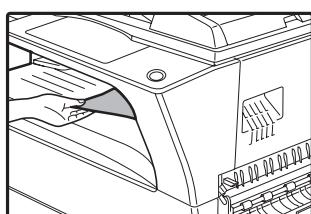
**1 Open the fusing paper guide by pressing down the green-labeled projection on the guide and remove the misfed paper.**



Be careful not to tear the misfed paper during removal.

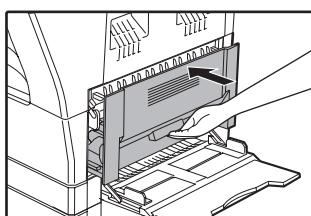
**⚠ Warning** The fusing unit is hot. Do not touch the fusing unit when removing misfed paper. Doing so may cause a burn or injury.

**2 If the misfed paper cannot be removed by the previous step but is visible in the paper output area, remove the paper by pulling it into the paper output area.**



Be careful not to tear the misfed paper during removal.

**3 Close the side cover.**



The message "⚠ Clear paper path." will be cleared and copying will be possible.

6



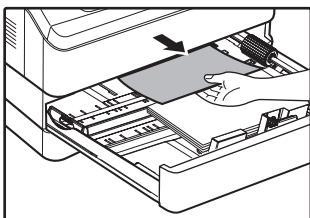
- When closing the side cover, press on the handle.
- If the paper was torn, make sure that no torn pieces remain in the machine.
- If the message does not clear, check again to make sure that no pieces of paper remain.

# MISFEED IN THE UPPER PAPER TRAY



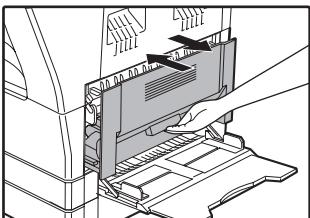
Make sure that there is no misfed paper in the tray before pulling it out. (p.94)

## 1 Lift and pull out the upper paper tray and remove the misfed paper.



Be careful not to tear the misfed paper during removal.

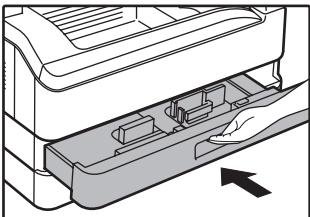
## 2 Open and close the side cover.



The message "⚠ Clear paper path." will be cleared and copying will be possible.

- When closing the side cover, press on the handle.
- If the message does not clear, check again to make sure that no pieces of paper remain.

## 3 Close the upper paper tray.



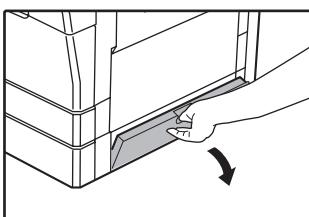
Push the upper paper tray in completely.

# MISFEED IN THE LOWER PAPER TRAY



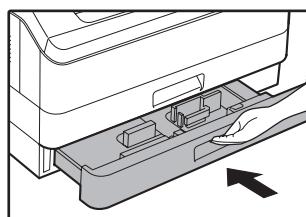
- Make sure that there is no misfed paper in the tray before pulling it out. (p.94)
- Use the following procedure to remove misfeeds that occur in the 250-sheet paper feed unit/2 x 250-sheet paper feed unit.

## 1 Open the lower side cover.

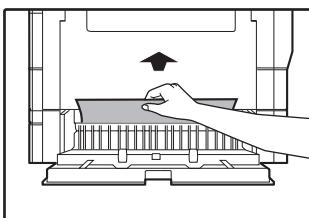


Grasp the handle to open the lower side cover.

## 5 Close the lower paper tray.

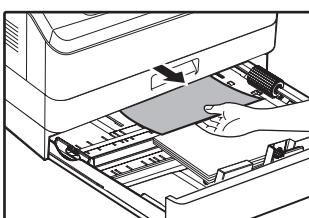


## 2 Remove the misfed paper.



Be careful not to tear the misfed paper during removal.

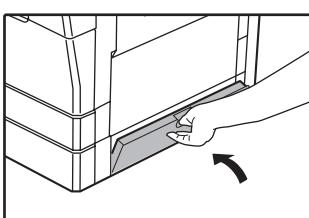
## 3 If the misfed paper is not seen in step 2, lift and pull out the lower paper tray and remove the misfed paper.



Be careful not to tear the misfed paper during removal.

**6**

## 4 Close the lower side cover.



The message "⚠ Clear paper path." will be cleared and copying will be possible.



If the message does not clear, check again to make sure that no pieces of paper remain.

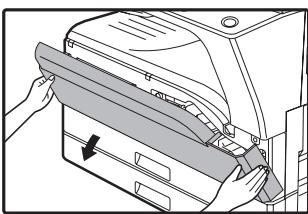
# REPLACING THE TONER CARTRIDGE

When the toner replacement icon (  ) appears, little toner remains. Obtain a replacement cartridge as soon as possible. When the message " △ Add toner. Can not copy or print." appears in the display, the toner cartridge must be replaced before copying can be resumed. Follow the steps below to replace the toner cartridge.

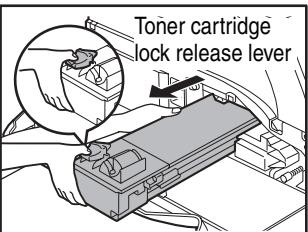


- During a long copy run or when copying originals with many dark areas, the message "Toner replenishment in progress." may appear and copying will stop even though toner remains. The machine will feed toner for about 2 minutes. When the START indicator lights up, press the [START] key (  ) to resume copying.
- When the toner cartridge replacement required icon (  ) appears in the display, little toner remains and thus copies may be faint.

## 1 Push on both ends of the front cover and open it.



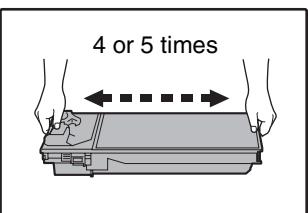
## 2 Pull the toner cartridge out while pressing the lock release lever.



When pulling out the toner cartridge, place your other hand on the indentation of the cartridge.

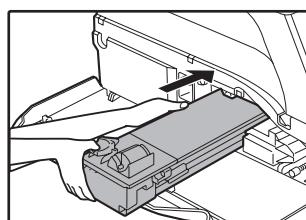
**① Caution** After removing the toner cartridge, do not shake it or tap on it. Doing so may cause toner to leak from the cartridge. Put the old cartridge immediately in the bag contained in the box of the new cartridge. Dispose of the old toner cartridge in accordance with local regulations.

## 3 Remove the new toner cartridge from the bag. Grasp the cartridge on both sides and shake it horizontally four or five times.



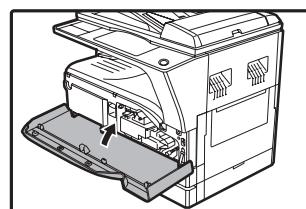
**① Caution** Grasp the grip when holding the cartridge.

## 4 Insert the toner cartridge along the guides until it locks in place while pushing the lock release lever.



If there is any dirt or dust on the toner cartridge, remove it before installing the cartridge.

## 5 Close the front cover.



The toner cartridge replacement required indicator (  ) will go out.

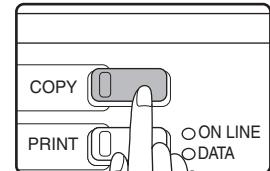
**Note**

- Even after a new toner cartridge is installed, the toner cartridge replacement required indicator (  ) may still light up, indicating that copying cannot be resumed (toner is not fed sufficiently). In this case, open and close the front cover. The machine will feed toner again for about two minutes and then copying can be resumed.
- Before closing the front cover, make sure that the toner cartridge is correctly installed.
- When closing the front cover, gently hold both ends.

This chapter explains how to keep the machine operating smoothly, including viewing copy count, and scan count, the toner level indicator, and cleaning the machine.

## CHECKING THE TOTAL OUTPUT COUNT

To check the total number of pages output in copy, print, and fax modes and the total scan count in scanner mode, hold down the [COPY] key when the machine is in the standby state. The counts will appear while the key is held down. The total output count and the total scan count can be used as a guideline for cleaning. When the total output count and the total scan count exceed "999,999", the counts return to "0".

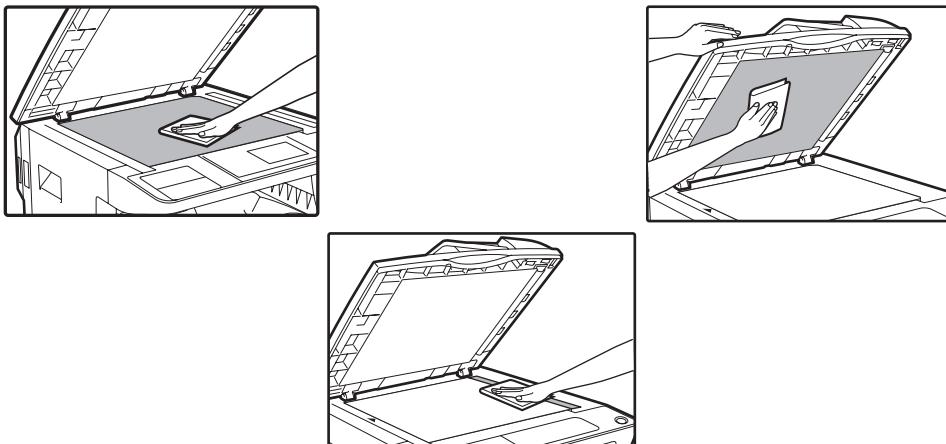


- An A3 or 11" x 17" page is counted as two pages.
- Each two-sided sheet that is output is counted as two pages. (An A3 or 11" x 17" sheet is counted as four pages.)
- Blank copies and blank prints are included in the count.
- If the last page of a two-sided printing job is blank, it is not included in the count.

# ROUTINE MAINTENANCE

## CLEANING THE DOCUMENT GLASS AND SPF/RSPF/DOCUMENT COVER

If the document glass, underside of the document cover/SPF/RSPF, or the scanner for originals coming from the SPF/RSPF (the long narrow glass surface on the right side of the document glass) become dirty, the dirt may appear on copies. Always keep these parts clean.



Stains or dirt on the document glass/SPF/RSPF will also be copied. Wipe the document glass, underside of the document cover/SPF/RSPF and the scanning window on the document glass with a soft, clean cloth. If necessary, dampen the cloth with water. Do not use thinner, benzene, or similar volatile cleaning agents.



**Do not spray flammable cleaner gas. Gas from the spray may come in contact with the internal electrical components or high-temperature parts of the fusing unit, creating a risk of fire or electrical shock.**

## CLEANING THE ORIGINAL SCANNING GLASS (ONLY WHEN AN SPF/RSPF IS INSTALLED)

If white or black lines appear in copies made with using the SPF/RSPF, use the provided glass cleaner to clean the original scanning glass. (If white or black lines appear in copies or printed pages when the SPF/RSPF is not used, see "CLEANING THE TRANSFER CHARGER" (p.102)).

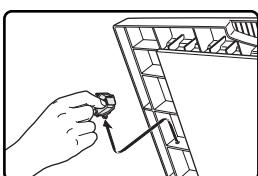
Example of dirty print image



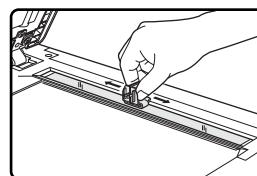
Black lines

White lines

- 1 Open the SPF/RSPF and take out the glass cleaner.



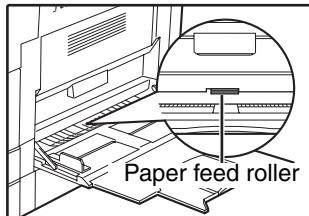
- 2 Clean the original scanning glass with the glass cleaner.



- 3 Return the glass cleaner to its original position.

# CLEANING THE BYPASS TRAY PAPER FEED ROLLER

If misfeeds occur frequently when feeding envelopes, thick paper, etc. through the bypass tray, wipe the paper feed roller at the feed slot of the bypass tray with a soft, clean cloth dampened with alcohol or water.

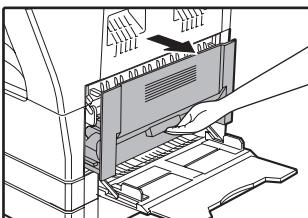


# CLEANING THE TRANSFER CHARGER

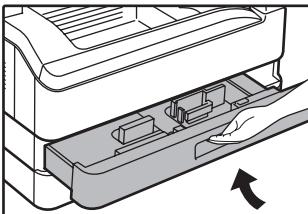
If copies start becoming streaky or blotchy, the transfer charger may be dirty. Clean the charger using the following procedure.

- 1 Turn the power switch off.

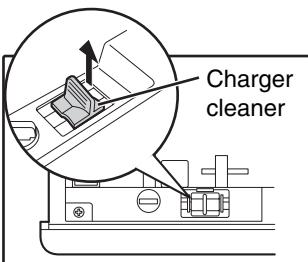
- 2 Open the bypass tray and the side cover.



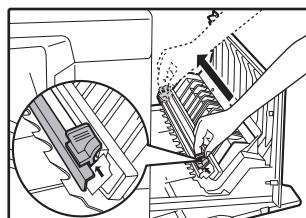
- 3 Lift and pull out the upper paper tray.



- 4 Take the charger cleaner out by holding the tab.



- 5 Set the charger cleaner onto the transfer charger and gently slide the cleaner in the direction indicated by the arrow two or three times.



If the white sheet metal is smudged with toner, wipe it with a soft, clean cloth.

**Note** Slide the charger cleaner from one end to the other end along the groove of the transfer charger. If the cleaner is stopped on the way, smudges on copies may occur.

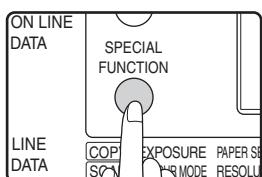
- 6 Return the charger cleaner to its original position. Close the upper paper tray. Close the side cover by pressing the handle on the cover.

- 7 Turn the power switch on.

# ADJUSTING THE DISPLAY CONTRAST

The contrast of the display can be adjusted as explained below.

## 1 Press the [SPECIAL FUNCTION] key.



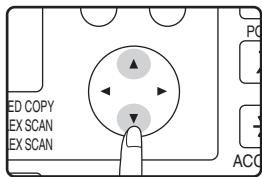
The special function screen will appear.

## 4 Adjust the contrast with the [ $\blacktriangleleft$ ] or [ $\triangleright$ ] key.

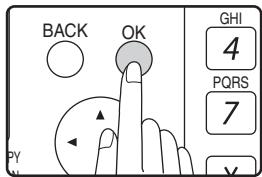


To reset the contrast to the default setting, press the [C] key.

## 2 Select "DISPLAY CONTRAST" with the [ $\blacktriangledown$ ] or [ $\blacktriangleup$ ] key.



## 3 Press the [OK] key.



The display contrast adjustment screen will appear.

## 5 Press the [SPECIAL FUNCTION] key.



You will return to the base screen.

Specifications, optional equipment, and supplies are explained in this chapter. To purchase optional equipment and supplies, contact your authorised service representative.

## SPECIFICATIONS (PRINTER AND SCANNER)

### PRINTER FUNCTION

#### Specifications

<b>Print speed*</b>	MX-182/MX-M182D Max. 18 ppm MX-M202D Max. 20 ppm MX-M232D Max. 23 ppm
<b>Resolution</b>	600 dpi
<b>Memory</b>	128 MB
<b>Emulation</b>	SHARP SPLC (Sharp Printer Language with Compression)
<b>Interface connector</b>	USB connector (USB 2.0)
<b>Interface cables</b>	[USB cable] Shielded twisted pair cable (max. length 3 m (10 feet), must support USB 2.0) Please purchase a commercially available USB cable.

\* Print speed during printing of the second sheet and following sheets when using A4 (8-1/2" x 11") plain paper and performing continuous one-sided printing of the same page.

# SCANNER FUNCTION

## Specifications

Type	Flatbed scanner
Scanning method	Document glass/SPF/RSFF
Light source	Cold cathode fluorescent lamp
Resolution	Factory default: 150 dpi Setting range: 50 dpi - 9600 dpi
Original types	Sheets, bound documents
Effective scanning area	Approx. 297 mm (11-11/16") (Lengthwise) x 431 mm (16-31/32") (Width)
Scanning speed	1.44 msec/line (Colour), 0.48msec/line (Greyscale/Black and White)
Input Data	1 bit or 12 bit
Output Data	1 bit or 8 bit
Scanning colours	Black and white 2 value, Greyscale, Colour
Protocol	TWAIN, WIA (Windows XP/Vista/7), STI
Interface	USB 2.0 (Full-Speed/Hi-Speed compatible interface)
Drop out colour	Yes
Supported operating systems	Windows 2000/XP/Vista/7 (Detailed information can be found in "HARDWARE AND SOFTWARE REQUIREMENTS" (p.6))
Void area	Max. 2.5 mm (1/10") (leading and trailing edges) Max. 3.0 mm (3/25") (along other edges in total)
Interface cables	[USB cable] Shielded twisted pair cable (max. length 3 m (10 feet), must support USB 2.0) Please purchase a commercially available USB cable.
Scanner utilities	Button Manager



As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

# OPTIONAL EQUIPMENT

Convenient optional equipment can be installed on the machine as needed.



- As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice.
- Peripheral devices are normally optional, but are incorporated in some models as standard equipment.

	MX-M182	MX-M182D/MX-M202D/ MX-M232D
<b>Reversing single pass feeder (AR-RP10)</b>	No	Yes <sup>*1</sup>
<b>Single pass feeder (AR-SP10)</b>	Yes	Yes
<b>Document cover (AR-VR7)</b>	Standard	Yes
<b>250-sheet paper feed unit (AR-D36)</b>	Yes	Yes
<b>2 x 250-sheet paper feed unit (AR-D37)</b>	Yes	Yes
<b>Job separator tray kit (MX-TR10)</b>	Yes	Yes
<b>Expansion memory board (MX-EB14)</b>	Yes	Yes
<b>Facsimile expansion kit (MX-FX13)</b>	Yes	Yes
<b>Facsimile mounting kit (MX-XB17)</b>	Yes <sup>*2</sup>	Yes <sup>*2</sup>
<b>Network expansion kit (MX-NB12)</b>	Yes	Yes
<b>PS3 expansion kit (MX-PK10)</b>	Yes <sup>*3</sup>	Yes <sup>*3</sup>

\*1 Included as standard equipment depending on your country and region.

\*2 MX-XB17 is necessary when mounting Fax only. (not necessary for network expansion kit)

\*3 The network expansion kit (MX-NB12) must be installed.

# SINGLE PASS FEEDER/REVERSING SINGLE PASS FEEDER

For the names of the parts of the SPF/RSPF, see "PART NAMES AND FUNCTIONS" ([p.17](#)).

## Specifications

	<b>AR-SP10 (Single pass feeder)</b>	<b>AR-RP10 (Reversing single pass feeder)</b>
<b>Acceptable original</b>	<b>Weight</b>	56 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (15 lbs. to 24 lbs.)
	<b>Size</b>	A5 to A3 (5-1/2" x 8-1/2" to 11" x 17") (5-1/2 x 8-1/2" size originals cannot be used in the duplex copy mode.)
	<b>Capacity</b>	Up to 40 sheets (Thickness 4 mm (5/32") and below) For B4 (8-1/2" x 13") and larger sizes, up to 30 sheets
<b>Detectable original sizes*</b>		A5, B5, B5R, A4, A4R, B4, A3 (5-1/2" x 8-1/2", 8-1/2" x 11", 8-1/2" x 11"R, 8-1/2" x 14", 11" x 17")
<b>Weight</b>	Approx. 5.3 kg (11.7 lbs.)	Approx. 5.4 kg (12.0 lbs.)
<b>Dimensions</b>	586 mm (W) x 440 mm (D) x 132 mm (H) (23-5/64" (W) x 17-21/64" (D) x 5-13/64" (H))	

\* The detectable original sizes vary by country and region.

# DOCUMENT COVER

## Specifications

	<b>AR-VR7</b>
<b>Weight</b>	Approx. 1.5 kg (3.31 lbs.)
<b>Dimensions</b>	586 mm (W) x 426 mm (D) x 30 mm (H) (23-5/64" (W) x 16-50/64" (D) x 1-12/64" (H))

# 250-SHEET PAPER FEED UNIT/2 X 250-SHEET PAPER FEED UNIT

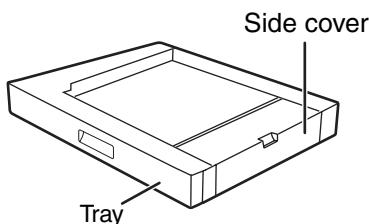
These paper feed units provide the convenience of increased paper capacity for the copier and a greater choice of paper sizes readily available for copying.

The AR-D36 contains one 250-sheet paper tray and the AR-D37 contains two 250-sheet paper trays.

## Part names

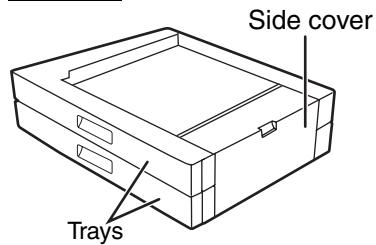
250-sheet paper feed unit

**AR-D36**



2 x 250-sheet paper feed unit

**AR-D37**



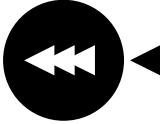
## Specifications

	<b>AR-D36</b>	<b>AR-D37</b>
<b>Paper size</b>	B5 to A3 (8-1/2" x 11" to 11" x 17")	
<b>Paper capacity</b>	One tray with capacity for 250 sheets of 80 g/m <sup>2</sup> (20 lbs.) bond paper	Two trays with capacity for 250 sheets of 80 g/m <sup>2</sup> (20 lbs.) bond paper
<b>Paper weight</b>	56 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (15 lbs. to 24 lbs.)	
<b>Power supply</b>	Drawn from the machine	
<b>Dimensions</b>	590 mm (W) x 477 mm (D) x 111 mm (H) (23-15/64" (W) x 18-25/32" (D) x 4-11/32" (H))	590 mm (W) x 477 mm (D) x 211 mm (H) (23-15/64" (W) x 18-25/32" (D) x 8-5/16" (H))
<b>Weight</b>	Approx. 5.5 kg (12.2 lbs.)	Approx. 10 kg (22.1 lbs.)

# STORAGE OF SUPPLIES

Standard supplies for this product that are to be replaced by the user are paper and toner cartridge.

**SHARP®**



GENUINE SUPPLIES

For best copying results, be sure to use only SHARP products.  
Only genuine SHARP consumables carry the Genuine Supplies label.

## PROPER STORAGE

- **Store the supplies in a location that is:**

clean and dry,  
at a stable temperature,  
not exposed to direct sunlight.

- **Store paper in the wrapper and lying flat.**

Paper stored out of the wrapper or in packages standing on end may curl or get damp, resulting in paper misfeeds.

### Supply of spare parts and consumables

The supply of spare parts for repair of the machine is guaranteed for at least 7 years following the termination of production. Spare parts are those parts of the machine which may break down within the scope of the ordinary use of the product, whereas those parts which normally exceed the life of the product are not to be considered as spare parts. Consumables too, are available for 7 years following the termination of production.

## PURPOSE OF THE SYSTEM SETTINGS

The system settings are used by the administrator of the machine to enable or disable functions to suit the needs of your workplace.

This manual explains only the system settings that are common to all the functions of the machine, (copy and printer functions), as well as system settings that are specifically for the copy function.

- To use the system settings, the administrator password must be entered.

## PROGRAMS RELATED TO ALL FUNCTIONS OF THE MACHINE (COPY AND PRINTER FUNCTIONS)

These programs are used to enable auditing mode, adjust power consumption, and manage peripheral devices.

Auditing mode can be enabled separately for the copy. When auditing mode is enabled for a function, a valid account number must be entered in order to use the function. (If a valid account number is not entered, the function cannot be used.)

When auditing mode is enabled for the printer function, an account number must be entered at the user's computer when the print command is selected. (Depending on the system settings, a job may be printed even if an incorrect account number is entered, and thus care must be taken when managing printer page counts.) If "CANCEL JOBS OF INVALID ACCOUNTS" is enabled in the system settings, printing will be prohibited if an invalid account number is entered.)

## PROGRAMS FOR COPY MODE

These programs are used to change the factory default copy settings to settings that better suit the needs of your workplace.

When auditing mode is enabled for the copy function,

- A valid account number must be entered to make copies.  
(Copying is not possible unless a valid account number is entered.)
- A count is kept of the number of copies made by each account. This allows you to monitor copier usage by account. (The counts can be totaled.)  
\* The account number is a five-digit number.
- A limit can be set for the number of copies that can be made by each account.

## PROGRAMMING AN ADMINISTRATOR PASSWORD

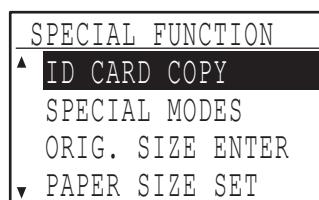
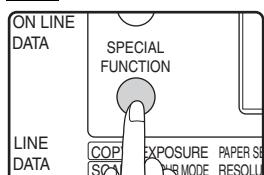
The administrator password is a 5-digit number that must be entered in order to access the system settings. The administrator (administrator of the machine) should change the default administrator password that was set at the factory to a new 5-digit number. Be sure to remember the new administrator password, as it must be entered each time the system settings are subsequently used. (Only one administrator password can be programmed.)

Refer to the Start Guide for the factory default administrator password.

To change the administrator password, see "PROGRAMMING AN ADMINISTRATOR PASSWORD" ([p.111](#)).

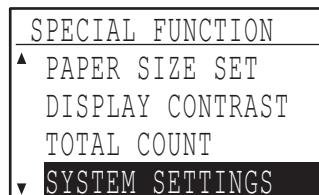
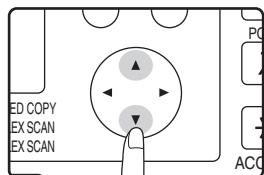
# PROGRAMMING AN ADMINISTRATOR PASSWORD

## 1 Press the [SPECIAL FUNCTION] key.

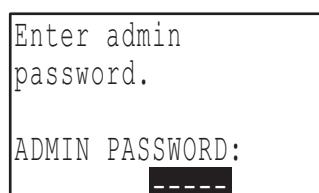
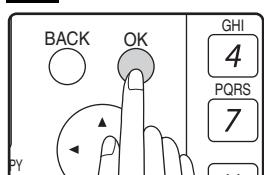


The special function screen will appear.

## 2 Select "SYSTEM SETTINGS" with the [ $\nabla$ ] or [ $\Delta$ ] key.

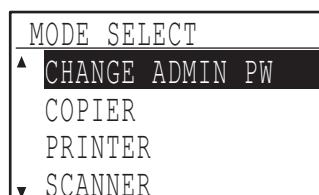
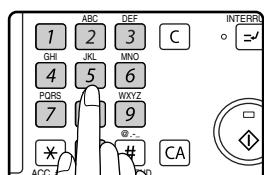


## 3 Press the [OK] key.



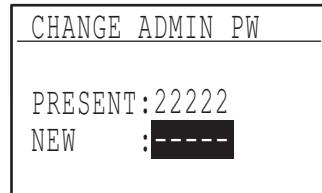
The administrator password entry screen appears.

## 4 Use the numeric keys to enter the five-digit administrator password.



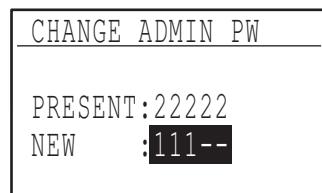
- If this is the first time you are programming the administrator password, enter the factory default code. (Refer to the Start Guide)
- "\*" appears for each digit that you enter.
- The special modes screen will appear with "CHANGE ADMIN PW" selected.

## 5 Press the [OK] key.



The administrator password change screen appears.

## 6 Enter the new 5-digit administrator password with the numeric keys.



Any 5 digits can be used for the administrator password.

## 7 Press the [OK] key.



- The previously programmed administrator password is replaced by the new administrator password.
- Press the [CA] key to return to the base screen.

# SYSTEM SETTINGS LIST

A list of basic programs used for the machine and a list of programs used for the copy function are shown below.

## Programs for general use of the machine

Program name	Page
<b>ADMINISTRATOR PASSWORD CHANGE</b>	
ADMINISTRATOR PASSWORD CHANGE	111
<b>ACCOUNT CONTROL</b>	
AUDITING MODE	114
TOTAL/ACCOUNT	114
RESET ACCOUNT	114
ACC. # CONTROL	115
ACCOUNT LIMIT	116
ACC. # SECURITY	116
CANCEL JOBS OF INVALID ACCOUNTS	116
<b>DEVICE CONTROL</b>	
WAITING COPY LAMP SETTING	117
OFFSET FUNCTION*	117
MEM. FOR PRINTER	117
USB2.0 MODE	117
RETURN FROM COPY MODE TIMING	118
<b>OPERATION SETTING</b>	
AUTO CLEAR	118
DISABLE DISPLAY TIMEOUT	118
LANGUAGE SETTING	118
MESSAGE TIME	118
KEY TOUCH SOUND	119
KEYS TOUCH SOUND AT INITIAL POINT	119
KEY PRESS TIME	119
DISABLE AUTO KEY REPEAT	119
DISABLE PAPER SIZE SET	119
<b>ENERGY SAVE</b>	
AUTO POWER SHUT-OFF	120
AUTO POWER SHUT-OFF TIMER	120
PREHEAT MODE	120
(PRINTER) AUTO POWER SHUT OFF	120
TONER SAVE MODE	120

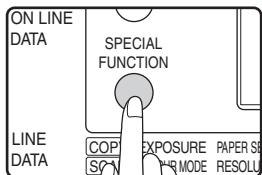
\* OFFSET FUNCTION is not available in some countries and regions.

## Programs for Copy Mode

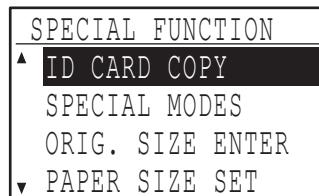
Program name	Page
<b>COPY SETTINGS</b>	
EXPOSURE ADJUST	121
MARGIN DEFAULT	121
ERASE ADJUST	121
ID CARD SETTING	121
CARD SHOT DEFAULT	122
DEFAULT TRAY SET	122
DEFAULT EXPOSURE	122
STREAM FEEDING	122
ROTATION COPY	122
SORT AUTO SELECT	123
PHOTO MODE DEFAULT	123
LIMIT OF COPIES	123
DISABLE AUTO PAPER SELECTION	123
DISABLE 2-SIDED COPY	123

# USING THE SYSTEM SETTINGS

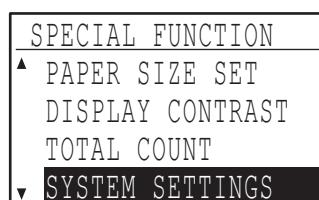
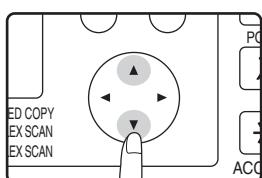
## 1 Press the [SPECIAL FUNCTION] key.



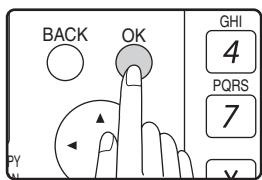
The special function screen will appear.



## 2 Select "SYSTEM SETTINGS" with the [ $\nabla$ ] or [ $\Delta$ ] key.

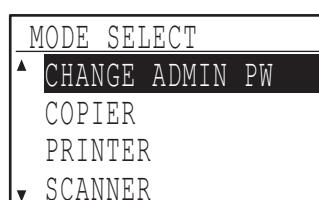
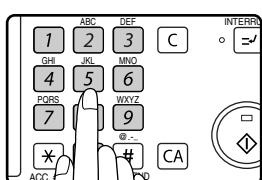


## 3 Press the [OK] key.



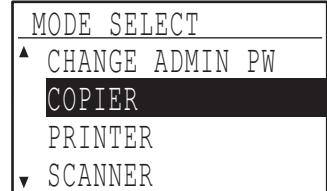
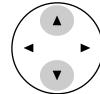
The administrator password entry screen appears.

## 4 Enter the administrator password with the numeric keys.



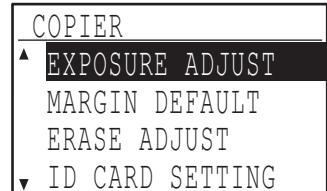
- "\*" appears for each digit that you enter.
- The mode selection screen appears.

## 5 Select the desired mode with the [ $\nabla$ ] or [ $\Delta$ ] key.



Example: The screen when "COPIER" is selected.

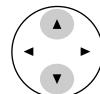
## 6 Press the [OK] key.



The settings of the selected mode appear.

Several programs will have checkboxes in front of them. To enable a function (make a checkmark appear), press the [OK] key. To disable the function, press the [OK] once again to remove the checkmark. To configure a program that has a checkbox, go to step 9.

## 7 Select the desired program with the [ $\nabla$ ] or [ $\Delta$ ] key.



## 8 Press the [OK] key and follow the instructions in the program screen.



## 9 To use another program for the same mode, select the desired program with the [ $\nabla$ ] or [ $\Delta$ ] key.

To use a program for a different mode, press the [BACK] key and select the desired mode. To exit the system settings, press the [CA] key.

# ACCOUNT CONTROL

These programs are used to control use of the machine by account. To access one of these programs, select "ACCOUNT CONTROL" in the mode selection screen, select the desired program in the account control screen, and press the [OK] key.

## AUDITING MODE

This program is used to enable auditing mode for copy, print, and scan mode. To enable auditing mode for fax mode, see the "Operation Guide (FACSIMILE EXPANSION KIT)".

When auditing mode is enabled, a count is kept of the number of pages output by each account (up to 50 accounts can be established), and the counts can be displayed and totaled as necessary. To use the machine, the 5-digit account number programmed for the user's account must be entered.

To enable auditing mode for the printer and scanner functions, the optional network expansion kit is required. If the network expansion kit is not installed, auditing mode cannot be used for printing and scanning. Auditing mode for the printer function can only be used for PCL and PS printers. Auditing mode for the scanner function can only be used for network scanning.

Auditing mode is initially disabled for all modes (factory default setting).

Select "AUDITING MODE" and press the [OK] key. The following screen will appear.

AUDITING MODE	
<input checked="" type="checkbox"/>	COPIER
<input checked="" type="checkbox"/>	PRINTER
<input checked="" type="checkbox"/>	SCANNER

- 1 Select the desired mode with the [▼] or [▲] key.  
**1 To enable auditing mode for the selected mode, press the [OK] key so that a checkmark appears in the checkbox.**

Auditing mode is enabled.

**2 To disable auditing mode for the selected mode, press the [OK] key to remove the checkmark from the checkbox.**

Auditing mode is disabled.



After enabling "AUDITING MODE", program account numbers as explained in "ACC. # CONTROL" on (p.115).

## TOTAL/ACCOUNT

This program is used to display the page counts of each account in copy, print, and scan modes, and the usage limits for copy and print modes. Misfed pages are not included in the page counts.

For the network scanner function, the number of transmitted pages is displayed.

Select "TOTAL/ACCOUNT" and press the [OK] key. The following screen will appear.

TOTAL/ACCOUNT	
<input checked="" type="checkbox"/>	ACCOUNT #: 18114
COPIES	000,222
<input checked="" type="checkbox"/>	COPY LIMIT 02,000
[▶]:NEXT	

Switch to the page counts in other modes for the same account, as well as the page limits, with the [◀] or [▶] key.

To change to a different account number, press the [▼] or [▲] key.

## RESET ACCOUNT

This program is used to reset the copy, print, and scan page counts of an individual account, or all accounts, to zero.

Select "RESET ACCOUNT" and press the [OK] key. The following screen will appear.

RESET ACCOUNT	
<input checked="" type="checkbox"/>	RESET 1 ACC.
<input checked="" type="checkbox"/>	RESET ALL ACC.

### Resetting the page counts of all accounts

- 1 Select "RESET ALL ACC." with the [▼] or [▲] key and then press the [OK] key.
- 2 Select "YES" with the [▼] or [▲] key and then press the [OK] key.

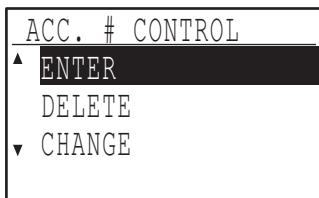
## Resetting a single account

- 1 Select "RESET 1 ACC." with the [▼] or [▲] key and then press the [OK] key.
- 2 Select the desired account with the [▼] or [▲] key.
- 3 If "----" appears for a page limit, a limit has not been set.
- 4 Select the desired mode with the [◀] or [▶] key and then press the [OK] key.
- 5 Press the [▼] or [▲] key to select "YES" and then press the [OK] key.
- 6 If you wish to reset the page counts of another account, repeat steps 2 to 4.
- 7 To exit, press the [BACK] key repeatedly.

## ACC. # CONTROL

This program is used to program, delete, and change account numbers.

Select "ACC. # CONTROL" and press the [OK] key. The following screen will appear.



## Programming an account number

- 1 Select "ENTER" with the [▼] or [▲] key and then press the [OK] key.

If 50 accounts have already been programmed, a warning message will appear. Delete any unneeded accounts and then program the new account.

- 2 Use the numeric keys to enter a five-digit account number (00000 to 99999).

The administrator password cannot be used as an account number.

- 3 Press the [OK] key.

If you enter an account number that has already been programmed in step 2, a warning message will appear and you will return to step 2. Enter a different number.

- 4 If you wish to program another account number, repeat steps 2 and 3.

- 5 To exit, press the [BACK] key repeatedly.

## Deleting an account number

- 1 Select "DELETE" with the [▼] or [▲] key and then press the [OK] key.
- 2 If you wish to delete all account numbers, select "DELETE ALL ACC." and press the [OK] key.

When the message "DELETE?" appears, select "YES" with the [▼] or [▲] key to delete all accounts and press the [OK] key. If you do not wish to delete all account numbers, select "NO" and press the [OK] key.

- 3 If you wish to delete an each account number, select "DELETE 1 ACC." and press the [OK] key.
- 4 Enter the account number that you wish to delete with the numeric keys and then press the [OK] key.
- 5 Select "YES" with the [▼] or [▲] key and then press the [OK] key.

If you enter a number that has not been programmed in step 4 and then press the [OK] key, you will return to the number entry screen of step 4.

- 6 If you wish to delete another account number, repeat steps 4 and 5.
- 7 To exit, press the [BACK] key repeatedly.

## Changing an account number

- 1 Select "CHANGE" with the [▼] or [▲] key and then press the [OK] key.
- 2 Enter the account number that you wish to change in "PRESENT #".
- 3 Enter the new account number in "NEW #".
- 4 Press the [OK] key.

If you enter an account number that has already been programmed in step 3, a warning message will appear and you will return to step 3. Enter a different number.

- 5 If you wish to change another account number, repeat steps 2 to 4.
- 6 To exit, press the [BACK] key repeatedly.

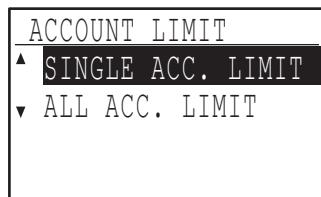


- When entering an account number, the [OK] key will not be accepted unless 5 digits have been entered.
- If you press the [C] key while entering an account number, the account number display will change to "----".

## ACCOUNT LIMIT

This program is used to set limits for the number of pages that can be printed by each account in print mode and copy mode.

Select "ACCOUNT LIMIT" and press the [OK] key. The following screen appears.



### Limiting the number of pages used by an account

- 1 Select "SINGLE ACC. LIMIT" with the [▼] or [▲] key and then press the [OK] key.
- 2 Select "COPIER" or "PRINTER" mode with the [▼] or [▲] key.
- 3 Press the [OK] key.
- 4 Enter the desired account number with the numeric keys.
- 5 Enter a page usage limit with the numeric keys (max. 50000).
  - "0" cannot be specified.
  - If you wish to cancel the limit, press the [C] key and go to step 6.
- 6 Press the [OK] key.
- 7 If you wish to set a limit for another account number, repeat steps 4 to 6.

If you press the [BACK] key, you will return to the screen of step 2. If you wish to set a limit for the other mode (copy or printer), select the mode in step 2 and repeat steps 3 to 6. To exit, press the [BACK] key repeatedly.

### Setting a limit for all accounts

- 1 Select "ALL ACC. LIMIT" with the [▼] or [▲] key and then press the [OK] key.
- 2 Select "COPIER" or "PRINTER" mode with the [▼] or [▲] key.
- 3 Enter the page usage limit for all accounts with the numeric keys (max. 50000).
 

If you wish to cancel the limit, press the [C] key and go to step 4.
- 4 Press the [OK] key.

You will return to the screen of step 2. If you wish to set a limit for the other mode (copy or printer), select the mode in step 2 and repeat steps 3 to 4. To exit, press the [BACK] key repeatedly.

## ACC. # SECURITY

When this program is enabled, the machine will not allow operation for one minute if an incorrect account number is entered three times in a row. During this time, "Please see your administrator for assistance." will appear in the display.

**To enable this program, select "ACC. # SECURITY" and then press the [OK] key so that a checkmark appears in the checkbox.**

**To disable this program, select "ACC. # SECURITY" and then press the [OK] key so that a checkmark does not appear in the checkbox.**

## CANCEL JOBS OF INVALID ACCOUNTS

When enabled, this program cancels a print job if no account number is entered or an invalid account number is entered. This program is only effective when "AUDITING MODE" has been enabled for print mode. The function is initially disabled (factory default setting).

**To prohibit printing when a valid account number is not entered, select "CANCEL JOBS OF INVALID ACCOUNTS" and then press the [OK] key so that a checkmark appears in the checkbox.**

**To allow printing when a valid account number is not entered, select "CANCEL JOBS OF INVALID ACCOUNTS" and then press the [OK] key to remove the checkmark from the checkbox.**



Pages printed by invalid account numbers are added to the page count of "OTHERS" (account number).

# DEVICE CONTROL

These programs are used to configure settings for hardware functions of the machine. To access one of these programs, select "DEVICE CONTROL" in the mode selection screen, select the desired program in the device control screen, and press the [OK] key.

## WAITING COPY LAMP SETTING

This program is used to select whether the copy lamp (light source) is on or off when the machine is in standby mode. If the copy lamp (light source) is set to turn off in standby mode, power will be conserved, however, the first copy time will be longer than if the lamp is on.

The factory default setting is "ON".

Select "WAITING COPY LAMP SETTING" and press the [OK] key. The following screen will appear.

COPY LAMP SETTING
▲ ON
▼ OFF

- 1 Select "ON" or "OFF" with the [▼] or [▲] key.
- 2 Press the [OK] key.

## OFFSET FUNCTION

When the offset function is enabled, sets of output will be offset from each other for easy separation when copying is performed in sort mode or non-sort mode. The offset function can be enabled separately for the top tray (this only appears if the job separator tray kit has been installed) and centre tray.

The function is initially enabled (factory default setting) for both the top tray and the centre tray.

Select "OFFSET FUNCTION" and press the [OK] key. The following screen will appear.

OFFSET FUNCTION
▲ <input checked="" type="checkbox"/> UPPER TRAY
▼ <input checked="" type="checkbox"/> CENTRE TRAY

- 1 Select "UPPER TRAY" or "CENTRE TRAY" with the [▼] or [▲] key.
- 2 Press the [OK] key.

- The setting is enabled and a checkmark appears in the checkbox.
- If this procedure is performed when the setting is already enabled, the checkmark is cleared and the setting is disabled.

\* This function is not available in some countries and regions.

## MEM. FOR PRINTER

(When the dual function board is installed)

The machine is equipped with memory that stores scanned original image data. Part of this memory is also used to store print data. This program is used to set the percentage of memory that is allocated to the print function. The memory allocation can be set from 30% to 70% in increments of 10%.

The factory default setting is "50%".

Select "MEM. FOR PRINTER" and press the [OK] key. The following screen will appear.

MEM. FOR PRINTER
▲ 30%
40%
50%
▼ 60%

- 1 Select the desired percentage with the [▼] or [▲] key.
- 2 Press the [OK] key.



The memory for storing original image data and print data is 16 MB. An optional memory module can be installed to expand memory to 272 MB (the module adds 256 MB).

## USB2.0 MODE

This sets the data transfer speed of the USB 2.0 port. The factory default setting is "HI-SPEED".

If you wish to use USB 2.0 (Hi-Speed mode), be sure to read "System requirements for USB 2.0 (Hi-Speed mode)" (p.118) to verify that your system and the machine settings are configured appropriately.

Select "USB2.0 MODE" and press the [OK] key. The following screen will appear.

USB2.0 MODE
▲ FULL-SPEED
▼ HI-SPEED

- 1 Select the transfer speed with the [▼] or [▲] key.
- 2 Press the [OK] key.

## System requirements for USB 2.0 (Hi-Speed mode)

The USB port on the machine supports USB 2.0 Hi-Speed mode.

The following system is required to use USB 2.0 (Hi-Speed mode):

The computer is running Windows Vista/XP/2000 and the Microsoft USB 2.0 driver is pre-installed, or the USB 2.0 driver for Windows Vista/XP/2000 that Microsoft provides through Windows Update is installed.

\* Even when the Microsoft USB 2.0 driver is installed, some USB 2.0 expansion cards are not capable of attaining the speed stipulated by the Hi-Speed standard. This problem can often be fixed by installing a more recent driver for the card. To obtain the most recent driver for your card, contact the card's manufacturer.

## RETURN FROM COPY MODE TIMING

When there are print jobs or fax print jobs waiting to be printed after copy job is finished, this program is used to set a brief wait time until printing of those jobs begins. Setting a brief wait time allows another copy job to be performed following the previous copy job. Time selections are "0 sec.", "10 sec.", "30 sec.", and "60 sec.".

The factory default setting is 30 seconds.

Select "RETURN FROM COPY MODE TIMING" and press the [OK] key. The following screen will appear.

RETURN FROM COPY	
◀ 30 ▶ sec. (0~60)	

- 1 Select the desired time with the [◀] or [▶] key.**
- 2 Press the [OK] key.**

## OPERATION SETTING

These programs are used to configure various settings related to the operation panel. To access one of these programs, select "OPERATION SETTING" in the mode selection screen, select the desired program in the operation setting screen, and press the [OK] key.

### AUTO CLEAR

This function returns the copy settings to the default settings if the operation panel is not used for the duration of time set with this program following the end of a copy job. Time selections are "0 sec.", "10 sec.", "20 sec.", "60 sec.", "90 sec." and "120 sec."

The factory default setting is 60 seconds.

Select "AUTO CLEAR" and press the [OK] key. The following screen will appear.

AUTO CLEAR	
◀ 60 ▶ sec. (0~120)	

- 1 Select the desired time with the [◀] or [▶] key.**

If you do not want auto clear to operate, select "0".

- 2 Press the [OK] key.**



The Auto Clear function is disabled when scanned data is stored under the following status: When the last page has not been scanned during the 2 IN 1 or 4 IN 1 copy process (one page has been scanned for a two-page set or three pages have been scanned in a four-page set), or only one side has been scanned in the ID card copy process.

### DISABLE DISPLAY TIMEOUT

This program is used to select whether or not the display will automatically return to the base screen if no keys are pressed on the operation panel for one minute in scan or fax mode.

The factory default setting is automatic return to the base screen.

**To disable automatic return to the base screen, select "DISABLE DISPLAY TIMEOUT", and press the [OK] key so that a checkmark appears in the checkbox.**

**To re-enable automatic return to the base screen, select "DISABLE DISPLAY TIMEOUT" once again and press the [OK] key to clear the checkmark from the checkbox.**

### LANGUAGE SETTING

This program is used to select the display language. Select "LANGUAGE SETTING", press the [OK] key, and follow the steps below.

- 1 Select the display language with the [▼] or [▲] key.**
- 2 Press the [OK] key.**

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### MESSAGE TIME

This program is used to set the length of time that messages appear in the display (this applies to messages that appear for a certain length of time and then automatically disappear.) Select from "SHORT (3 sec.)", "NORMAL (6 sec.)", or "LONG (9 sec.)". The factory default setting is "NORMAL (6 sec.)".

Select "MESSAGE TIME" and press the [OK] key. The following screen will appear.

MESSAGE TIME
▲ SHORT (3 sec.)
NORMAL (6 sec.)
▼ LONG (9 sec.)

- 1 Select the desired display time with the [▼] or [▲] key.
- 2 Press the [OK] key.

## KEY TOUCH SOUND

This program is used to set the volume of the key touch sound that is heard each time a key is pressed. The initial factory setting is "SHORT".

Select "KEY TOUCH SOUND" and press the [OK] key. The following screen will appear.

KEY TOUCH SOUND
▲ OFF
SHORT
▼ LONG

- 1 Select the desired volume with the [▼] or [▲] key.  
To turn the key touch sound off, select "OFF".
- 2 Press the [OK] key.

## KEYS TOUCH SOUND AT INITIAL POINT

This program is used to select whether or not a beep will sound at preset base settings as you press a key to select a setting.

The factory default setting is no beep.

If you would like a beep to sound, select "KEYS TOUCH SOUND AT INITIAL POINT" and press the [OK] key so that a checkmark appears in the checkbox.

If you would not like a beep to sound, select "KEYS TOUCH SOUND AT INITIAL POINT" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## KEY PRESS TIME

This program is used to set the duration of time that a key must be pressed to take effect.

A longer setting can be selected to prevent keys pressed accidentally from taking effect. Keep in mind, however, that when a longer setting is selected more care is required when pressing keys to ensure that the key input is registered.

The initial factory setting is "MINIMUM".

Select "KEY PRESS TIME" and press the [OK] key. The following screen appears.

KEY PRESS TIME
▲ MINIMUM
0.5 sec.
1.0 sec.
▼ 1.5 sec.

- 1 Select the desired time with the [▼] or [▲] key.
- 2 Press the [OK] key.

## DISABLE AUTO KEY REPEAT

This program is used to stop a setting from changing continuously when the [▼] or [▲] key is held down, such as when setting the zoom ratio or the original size (auto key repeat will not operate). When this program is enabled, a key must be pressed repeatedly instead of holding it down.

Auto key repeat is initially set to operate (factory default setting).

To disable auto key repeat, select "DISABLE AUTO KEY REPEAT" and press the [OK] key so that a checkmark appears in the checkbox.

To re-enable auto key repeat, select "DISABLE AUTO KEY REPEAT" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## DISABLE PAPER SIZE SET

This program is used to disable "PAPER SIZE SET" in the special functions menu. When disabled, "PAPER SIZE SET" cannot be used when the [SPECIAL FUNCTIONS] key is pressed, which prevents users other than the administrator from easily changing the paper size setting.

"DISABLE PAPER SIZE SET" is initially disabled (factory default setting).

To enable the setting, select "DISABLE PAPER SIZE SET" and press the [OK] key so that a checkmark appears in the checkbox.

To disable the setting, select "DISABLE PAPER SIZE SET" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## ENERGY SAVE

These programs are used to configure energy saving settings. To access one of these programs, select "ENERGY SAVE" in the mode selection screen, and select the desired program in the energy save screen, and then press the [OK] key.

### AUTO POWER SHUT-OFF

This program is used to enable auto power shut-off mode, which automatically turns off the power to the fusing unit if the operation panel is not used for a certain duration of time.

Enabling auto power shut-off mode helps conserve energy, preserve natural resources, and reduce environmental pollution.

The function is initially enabled.



Rather than disabling the auto power shut-off feature, it is recommended that you first try lengthening the time set in "AUTO POWER SHUT-OFF TIMER" (see below). In most cases a suitable timer setting will allow work to proceed with minimal delay and still enable you to enjoy the benefits of power conservation.

To enable auto power shut-off mode, select "AUTO POWER SHUT-OFF", and press the [OK] key so that a checkmark appears in the checkbox.

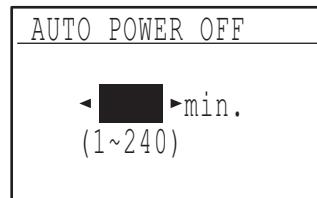
To disable auto power shut-off mode, select "AUTO POWER SHUT-OFF" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

### AUTO POWER SHUT-OFF TIMER

This program is used to set the duration of time until auto power shut-off mode activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution.

"1 min.", "5 min.", "15 min.", "30 min.", "60 min.", "120 min." or "240 min." can be selected for the duration of time. Select a setting that suits your work conditions.

Select "AUTO POWER SHUT-OFF TIMER" and press the [OK] key. The following screen will appear.

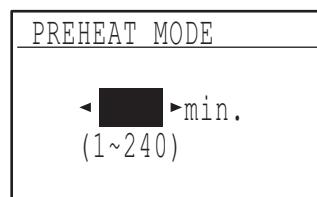


- 1 Select the desired time with the [◀] or [▶] key.
- 2 Press the [OK] key.

### PREHEAT MODE

This program is used to set the duration of time until preheat mode, which automatically lowers the fusing unit temperature, activates when the operation panel is not used. Using this function helps conserve energy, preserve natural resources, and reduce environmental pollution. "1 min.", "5 min.", "15 min.", "30 min.", "60 min.", "120 min.", or "240 min." can be selected for the duration of time. Select a setting that suits your work conditions.

Select "PREHEAT MODE" and press the [OK] key. The following screen will appear.



- 1 Select the desired time with the [◀] or [▶] key.
- 2 Press the [OK] key.

### (PRINTER) AUTO POWER SHUT OFF

This function automatically switches the machine to auto power shut-off mode immediately after a print job finishes.

If "OFF" is set, the duration of time for the Auto power shut-off timer set in the "AUTO POWER SHUT-OFF TIMER" setting.

### TONER SAVE MODE

The toner save mode will reduce toner consumption by approximately 10% in the automatic and text, exposure modes. Copies will be lighter but still adequate for general use. Selection of this mode has no effect on the photo mode.

The function is initially disabled (factory default setting).

To turn on the toner save mode, highlight "TONER SAVE MODE" and press the [OK] key to display a check mark in the check box.

To turn off the toner save mode, select this program and press the [OK] key again to clear the check mark in the check box.

## COPY SETTINGS

These programs are used to enable various copy functions. To access one of these programs, select "COPIER" in the mode selection screen, select the desired program in the copy settings screen, and press the [OK] key.

### EXPOSURE ADJUST

This program is used to adjust the exposure level when "AUTO" is used for the exposure mode. The auto exposure level can be set separately for the document glass and the SPF/RSPF.

One of five levels can be selected, with the left end of the scale the lightest level and the right end of the scale the darkest level.

The factory default setting is the middle level.

Select "EXPOSURE ADJUST" and press the [OK] key. The following screen will appear.



- 1 Select "PLATEN" or "SPF/RSPF" with the [▼] or [▲] key.
- 2 Press the [◀] or [▶] key to adjust the exposure.
- 3 Repeat steps 1 and 2 to adjust the other exposure.
- 4 Press the [OK] key.

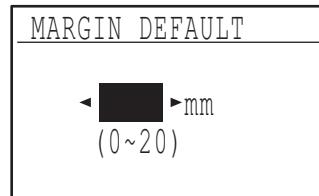
### MARGIN DEFAULT

(When the dual function board is installed)

This is used to set the default margin width.

The factory default setting is "10 mm (1/2 inch)".

Select "MARGIN DEFAULT" and press the [OK] key. The following screen will appear.



- 1 Adjust the default margin width with the [◀] or [▶] key.

The width can be set from 0 to 20 mm in increments of 5 mm (0" to 1" in increments of 1/4").

- 2 Press the [OK] key.

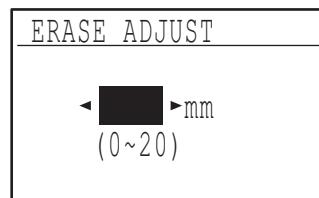
### ERASE ADJUST

(When the dual function board is installed)

This is used to set the default erasure width.

The factory default setting is "10 mm (1/2 inch)".

Select "ERASE ADJUST" and press the [OK] key. The following screen will appear.



- 1 Adjust the edge erase and centre erase width with the [◀] or [▶] key.

The edge erase width and the centre erase width share the same default value, which can be set from 0 to 20 mm in increments of 5 mm (0" to 1" in increments of 1/4").

- 2 Press the [OK] key.

### ID CARD SETTING

The layout pattern for copying of the ID card can be changed during the ID card copy process.

Refer to the illustration in "ID CARD COPY" (p.58) for the available layout patterns.

Select "ID CARD COPY" and press the [OK] key. The following screen will appear.



- 1 Press the [▼] or [▲] key to select a layout pattern.
- 2 Press the [OK] key.

## CARD SHOT DEFAULT

(When the dual function board is installed)

This program is used to set the default dimensions that appear when the card shot size entry screen is displayed.

The factory default settings are 86 mm (3-3/8") for the width (X) and 54 mm (2-1/8") for the length (Y).

Select "CARD SHOT DEFAULT" and press the [OK] key. The following screen will appear.

CARD SHOT DEFAULT	
SIZE (mm)	
▲ X: □ ▶	
▼ Y: □ ▶	

1 Select X or Y with the [▼] or [▲] key and adjust the corresponding default value with the [◀] or [▶] key.

2 Press the [OK] key.

## DEFAULT TRAY SET

This program is used to set which tray is selected by default.

Trays that appear for selection will vary depending on the optional trays that have been installed.

The factory default setting is "TRAY 1".

Select "DEFAULT TRAY SET" and press the [OK] key. The following screen will appear.

DEFAULT TRAY SET	
▲	TRAY 1
▼	TRAY 2
▼	TRAY 3
▼	TRAY 4

1 Select the tray with the [▼] or [▲] key.

2 Press the [OK] key.

## DEFAULT EXPOSURE

This program is used to select the exposure mode/level that is initially selected when the [EXPOSURE] key is pressed.

The factory default setting is "AUTO".

Select "DEFAULT EXPOSURE" and press the [OK] key. The following screen will appear.

DEFAULT EXPOSURE	
▲ AUTO	AUTO
▼ TEXT	
▼ PHOTO	

- 1 Select the exposure mode with the [▼] or [▲] key.
- 2 If you selected "TEXT" or "PHOTO", set the exposure level with the [◀] or [▶] key.
- 3 Press the [OK] key.

## STREAM FEEDING

When stream feeding mode is enabled, additional originals which are placed in the SPF/RSPF within 5 seconds after the previous original was fed will be copied automatically. (If more than 5 seconds elapse, the [START] key (⌚) must be pressed again.) This function can be used when scanning originals in copy and scan modes.

The function is initially disabled (factory default setting).

To enable stream feeding, select "STREAM FEEDING" and press the [OK] key so that a checkmark appears in the checkbox.

To disable stream feeding, select "STREAM FEEDING" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## ROTATION COPY

(When the dual function board is installed)

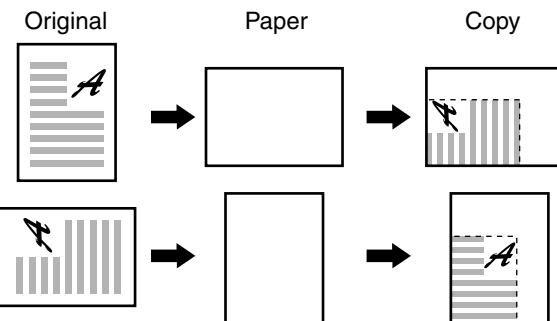
If the orientation of the original does not match that of the paper, the image can be rotated.

Rotation copy operates when automatic paper selection or automatic ratio selection operates.

The function is initially enabled (factory default setting).



If the image is both rotated and reduced, the position of the copied image will vary depending on the orientations of the original and the paper.



To enable rotation copy, select "ROTATION COPY" and press the [OK] key so that a checkmark appears in the checkbox.

To disable rotation copy, select "ROTATION COPY" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## SORT AUTO SELECT

(When the dual function board is installed)

This program is used to select the default output mode when the SPF/RSPF is used for copying.

The initial factory setting is "SORT".

Select "SORT AUTO SELECT" and press the [OK] key. The following screen will appear.

SORT AUTO SELECT	
▲	NO SORT
▼	 SORT

- 1 Select the output mode with the [▼] or [▲] key.
- 2 Press the [OK] key.

## PHOTO MODE DEFAULT

This program is used to select the method of expressing halftones when "PHOTO" is selected with the [EXPOSURE] key for a copy job. Select "PATTERN 1" or "PATTERN 2" for the method of expressing halftones.

"PATTERN 1" is recommended for printed photos, providing sharp images and good expression of outlines.

"PATTERN 2" is recommended for photos on photographic paper, providing a soft image.

The factory default setting is "PATTERN 2".

Select "PHOTO MODE DEFAULT" and press the [OK] key. The following screen will appear.

PHOTO MODE DEFAULT	
▲	PATTERN 1
▼	<input checked="" type="checkbox"/> PATTERN 2

- 1 Select "PATTERN 1" or "PATTERN 2" with the [▼] or [▲] key.
- 2 Press the [OK] key.

## LIMIT OF COPIES

This program is used to set the limit for the number of copies that can be set (and that can appear in the display) for one copy job.

The factory default setting is "999 copies".

Select "LIMIT OF COPIES" and press the [OK] key.

The following screen will appear.

LIMIT OF COPIES	
▲	99 copies
▼	<input checked="" type="checkbox"/> 999 copies

- 1 Select "99 copies" or "999 copies" with the [▼] or [▲] key.
- 2 Press the [OK] key.

## DISABLE AUTO PAPER SELECTION

This program is used to disable automatic paper selection. When automatic paper selection is disabled, the most suitable paper is not selected automatically when an original is placed on the document glass or in the document feeder tray.

This function is initially disabled (factory default setting).

To disable auto paper selection, select "DISABLE AUTO PAPER SELECTION" and press the [OK] key so that a checkmark appears in the checkbox.

To re-enable auto paper selection, select "DISABLE AUTO PAPER SELECTION" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

## DISABLE 2-SIDED COPY

(Only on models that support two-sided printing)

Use this program when you wish to disable two-sided copying or when the two-sided function has failed. When this program is enabled, only one-sided printing is possible.

The function is initially disabled (factory default setting).

To disable two-sided copying, select "DISABLE 2-SIDED COPY" and press the [OK] key so that a checkmark appears in the checkbox.

To re-enable two-sided copying, select "DISABLE 2-SIDED COPY" once again and press the [OK] key so that the checkmark is cleared from the checkbox.

# OPERATION GUIDE

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